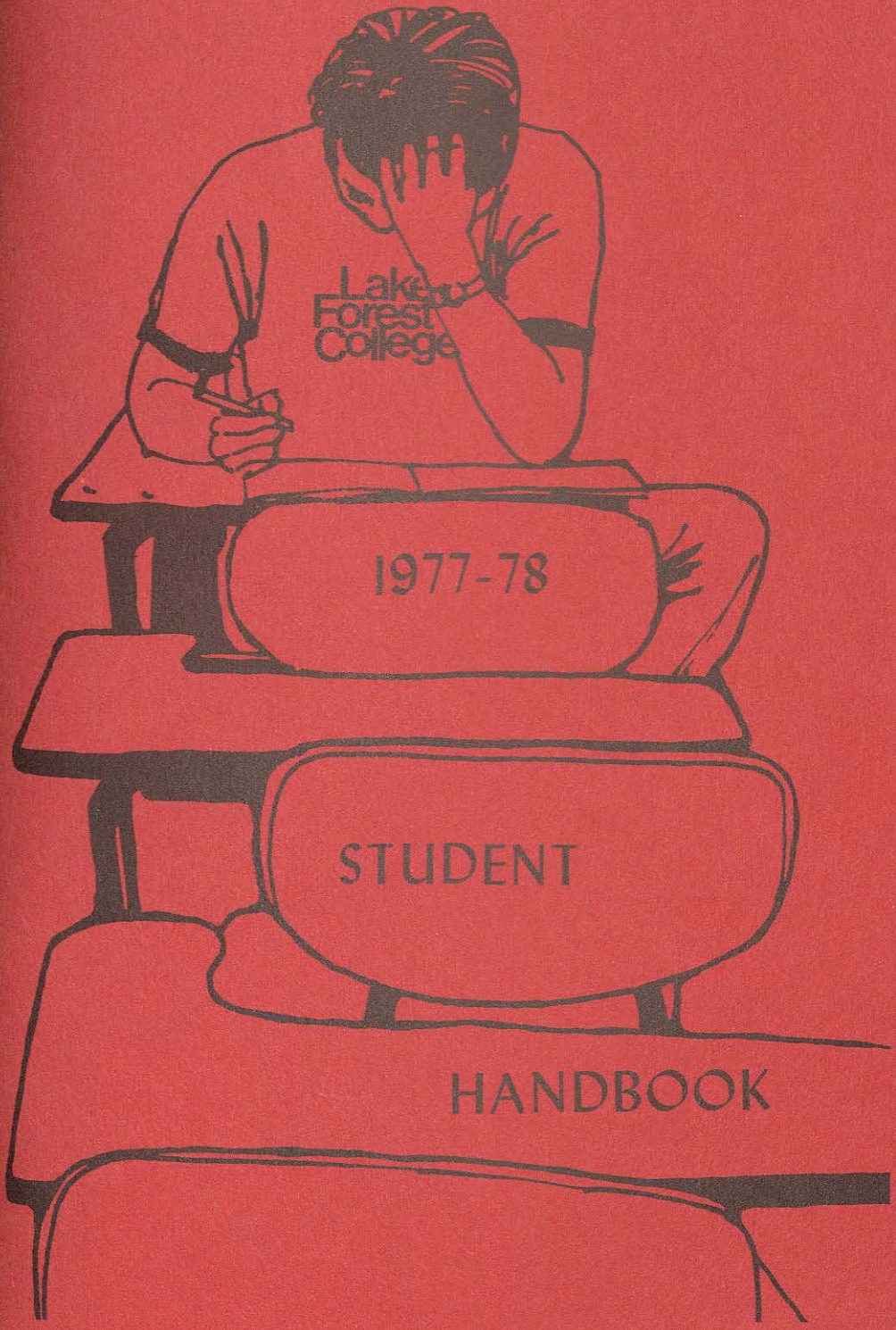
Laurie Shumate



1977-78

STUDENT

HANDBOOK

Lake Forest College
Lake Forest, Illinois

COLLEGE CALENDAR
1977-78

FALL TERM

September 10 (Fri.)	New Students Arrive
September 14 (Wed.)	Registration
September 15 (Thurs.)	Classes Begin
October 24 (Mon.)	Mid-Term Grade Reports Due
Nov. 24 (Thurs.) - Nov. 27 (Sun.)	Thanksgiving Recess
December 6 (Tues.)	Classes End
December 7 (Wed.)	Reading Day
Dec. 7)Wed. eve.) - Dec. 10 (Sat.)	Final Examinations
December 11 (Sun. noon)	Residence Halls Close
Dec. 11 (Sun.) - Jan. 2 (mon. noon)	Christmas Recess

WINTER TERM

January 2 (Mon. noon)	Residence Halls Open
January 3 (Tues.)	Classes Begin
January 26 (Thurs.)	January Courses End
January 27 (Fri.)	No Classes
January 30 (Mon.)	February Courses Begin
February 21-22 (Tues., Wed.)	Final Examinations for Seven-Week Courses
February 22 (Wed.)	February Courses End
Feb. 23 (Thurs.) - Feb. 28 (Tues.)	Winter Recess

SPRING TERM

March 1 (Wed.)	Classes Begin
April 12 (Wed.)	Mid-Term Grade Report Due
Apr. 8 (Sat.) - Apr. 16 (Sun.)	Spring Recess
May 26 (Fri.)	Classes End
May 27 (Sat.)	Reading Day
May 29 (Mon.) - June 1 (Thurs.)	Final Examinations
June 1 (Thurs. at 5)	Residence Halls Close to Non-Seniors
June 3 (Sat.)	Commencement
June 4 (Sun. at 2)	Residence Halls Close

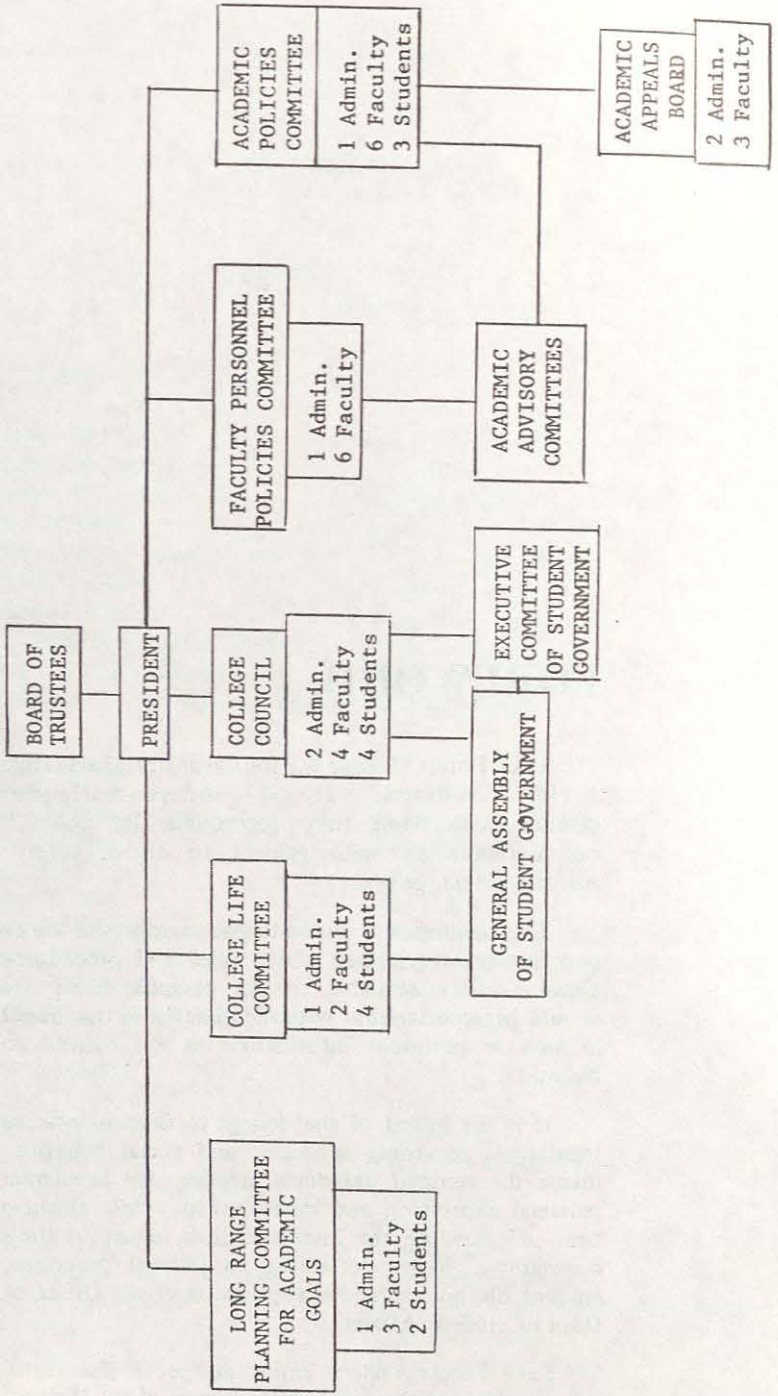
FOREWORD

Lake Forest College is a four-year liberal arts college of 1,100 students. It is independently-governed, co-educational, and fully accredited. By policy, it is nondiscriminatory with respect to creed, color, race, national origin, or sex.

This handbook is issued to give members of the college community information about rules and procedures and about services available on the campus. Every student should become familiar with the material in this handbook as well as pertinent information in the current college bulletin.

It is the intent of the college to develop policies and regulations regarding academic and social behavior that insure the optimal individual freedom for academic and personal expression and development, while at the same time safeguarding the interdependent nature of the total community. Rules pertaining to judicial processes and student life are under the supervision of the Office of the Dean of Student Affairs.

Lake Forest College expresses special thanks to the other colleges of the Associated Colleges of the Midwest for their cooperation in the formation of this handbook.



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SECTION I

ACADEMIC RIGHTS AND REGULATIONS

ACADEMIC ADVISING

Each new student is assigned a faculty advisor to assist with program planning, course selection, career choices, academic difficulties and personal problems. A freshman student will keep this advisor at least for the duration of the freshman year, usually even for the first two years. When the student decides on a major field of study, the advisor should be someone in that field or discipline. A transfer student will usually be assigned a faculty advisor from the discipline in which the student has expressed an interest. Whenever a student changes majors a new faculty advisor is assigned to that student, respecting the student's choice, and if a student plans to major in two fields, two advisors will be assigned to that student.

During course registration, each student is required to meet with the faculty advisor. At the time of pre-registration, a detailed schedule of classes for the coming year and a tentative outline for the remainder of the student's undergraduate program is to be completed in consultation with the advisor. All registration forms must be validated with the advisor's signature.

ACADEMIC PROBATION AND DISMISSAL

The academic progress of every student is reviewed by the faculty and/or by the Dean of Faculty at the end of each term, and a student who is not making satisfactory progress toward the degree may be placed on academic probation or may be dismissed from the College.

A student who fails two courses in a given academic year is automatically placed on probation. During the period of academic probation the student must carry a full course load, unless specifically excused by the Dean of the Faculty, and must complete successfully at least five Lake Forest College course credits before being removed from probation. A student on probation may not fail any courses or academic dismissal will ensue.

A student who fails three courses in a given academic year is subject to dismissal, and is not eligible for readmission for at least six months, although the College reserves the right to dismiss permanently, at any time, a student whose academic standing is unsatisfactory. A second academic dismissal makes a student ineligible for readmission.

Probationary status and academic dismissal are noted on the student's transcript, and parents of dependent students are notified of such actions. Any exceptions to the above rules, because of unusual circumstances, must be approved by the Academic Appeals Board.

Dismissal or suspension from the College may also be mandated under conditions set forth under the judicial process.

PROTECTION OF FREEDOM OF EXPRESSION

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

ACADEMIC EVALUATION AND APPEAL PROCEDURE

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation.

Students shall be informed at the beginning of the course of the evaluative criteria which are to be used for that course.

When a student feels that his final grade in a course has been prejudiced or capricious, and he has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairman. After the student has filled out an appropriate form specifying the details of the alleged injustice, the chairman will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. The student must contact the chairman within two calendar weeks following the beginning of classes in the term following that in which the alleged injustice took place. Whenever possible, the committee will consist of three members of the instructor's department. In a case where the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairman is the instructor accused of the alleged injustice, the student may contact another senior member of the department, who will appoint a review committee.

Any student reauesting a review is responsible for presenting for review all tests, papers, etc., which enter into a grade and which have been returned to him. Instructors will have to keep on file, for at least a term following that in which a course is offered, all tests, papers, etc., which enter into a grade and which have not been returned to students.

After hearing all available evidence in a particular case, the members of the review committee should meet with the instructor, the student not being present, and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor.

This policy was approved by the faculty on June 3, 1977, (with editorial revisions) July 18, 1977.

POLICY ON ACADEMIC HONESTY

Lake Forest College, like any other community, depends upon the integrity of its members to achieve its aims. Students are therefore responsible for intellectual honesty in all their academic work. Moreover,

faculty and students alike share the responsibility for fostering and preserving intellectual honesty in the college as a whole. In order that there be no misunderstanding about the nature of this responsibilty regarding examinations and written work, the faculty has established the following rules and procedures:

Section I—Examinations: No student shall give or receive any unauthorized aid concerning examinations.

(A) An examination will ordinarily be held at an appointed time and in a stipulated location(s). The instructor may decide whether or not to remain in the examination room, but in any case the instructor will be readily available for consultation throughout the examination.

(B) Individual instructors may upon occasion elect to depart from the procedure stated in (A) by giving "take home" examinations but in such cases they should clearly spell out to the class the conditions under which the examination is to be taken, e.g., time allotted, freedom for or restrictions on consulting written materials of specified types or conferring with other students or instructors.

Section II—Written Work: A student's name on any written work is assumed to be a guarantee that the work is the student's own, except where otherwise defined by the student through the use of footnotes, quotation marks, bibliography, and other forms of acknowledgement. The term "written work" includes all papers, essays, personal journals, examinations, and laboratory reports, and, by extension, all oral presentations and works in studio art.

(A) Professors may:
1) Prescribe any limitations on sources or assistance in any form.
2) Waive any requirements concerning the accrediting of sources.

(B) Students are not permitted to submit the same paper for credit in more than one course, except where there is strong academic jusification and the consent of all the instructors involved is obtained in writing well in advance of the papers' due dates. This regulation applies also in the case of a paper submitted in a previous term, written permission being required from both instructors, even if this has to obtained by mail.

(C) Permission must be obtained for two or more students to work together on an assignment. All students involved in such a group effort will be held responsible for an intellectual dishonesty in any part of the work produced.

Section III—Plagarism: No student shall engage in plagarism as defined and discussed below:

Plagarism is the representing of someone else's work, either wholly or in

part, as one's own. It is copying, closely paraphrasing, or only slightly altering, someone else's work without explicit acknowledgement. Direct quotation of another, including phrases and clauses, must always be indicated by quotation marks and a footnote identifying the source. When summarizing or referring in one's own words to what some else has written, either to the content or the organization of the ideas, the footnote is required, though quotation marks are omitted. All sources consulted in the preparation of a paper must be listed in the bibliography, giving author, title, place, date of publication, and publisher, even if only part of the work has been used.

Section IV—Determination of Violations

(A) At the beginning of a course each instructor should clearly describe in writing any interpretations of the above guidelines which are specific to the course.

(B) An instructor suspecting violations of any item relating to Sections I,II, and III will meet with the student concerned to discuss the situation. It is hoped that this conference will provide an opportunity for the student to clear himself or herself to the satisfaction of the instructor, thereby terminating the proceeding. In any event it is the responsibility of the instructor at the outset of this conference to inform the student of the faculty policy on academic honesty, possible penalities and appeal procedures. It is important that there be no discussion of a specific penalty at this time. If the student admits to the violation as alleged a brief description of the violation signed by the student and the instructor, should be forwarded to the Dean of Faculty by the instructor. Otherwise, if the student does not admit to a violation and if the instructor believes the matter should be pursued the instructor should send the description of the violation to the Chairperson and the Student Academic Advisory Committee of the Instructor's department, with a copy to the student involved.

(C) The Chairperson (or other designated faculty member if the the instructor involved is the Chairperson) shall schedule and convene a meeting of the departmental Student Academic Advisory Committee, the instructor, the student (if willing), and others whom the committee may fid appropriate in order to determine whether and to what degree a violation has occurred. The student may submit a written appeal (anonymously, if desired), prior to the meeting, to the Student Academic Advisory Committee. A student appearing before this group has the right to be assisted by any one member of the college community. Three affirmative votes are necessary for a ruling. If a ruling of violation is not obtained, the matter will be dropped and no record of the proceedings sent to the Dean of the Faculty. Otherwise a brief description of the violation, including the names of the student and instructor involved, will be sent to the Dean of Faculty, who shall make a recommendation either to the Instructor or to the President for action.

Section V—Penalties

(A) The faculty has recommended the following penalties for academic honesty violations:

1) First Violation—(At the discretion of the instructor)—failure (F grade or zero) in the course or project.
2) Second Violation—(At the discretion of the President)—suspension from the College for one year.
3) Third Violation—(At the discretion of the President)—expulsion.

(B) Once it has been determined that a violation has occurred through IV-B or IV-C, the instructor must contact the Dean of Faculty as soon as possible to ascertain whether the violation is the student's first at the College. If it is the first, the instructor will then asses an appropriate penalty (V-A-1).

(C) In the case of a second or third violation, the Dean of the Faculty will, in consultation with the instructor (and, if available, instructors concerned with the student's earlier violations), recommend to the President a penalty in accord with V-A.

(D) The affected student may appeal the penalty assessed under B or C above with a petition to the Academic Appeals Board, augmented for this purpose by three voting student members selected by the student government on an annual basis. A student has the right to appear before the AAB to present his appeal, and to be assisted by any one member of the college community. In a case appealed in this way at least four Board members must approve the previously assessed penalty or an alternative one. Failing such a vote, the determination of involvement remains on the student's record but no penalty is imposed.

(E) The Dean of Faculty shall keep a record of all violations committed by each student while at Lake Forest College.

ACADEMIC PROGRESS AND STANDING

Normally a student is expected to fulfill graduation requirements in four years. A student will be classified as a sophomore if the student has completed seven courses by the beginning of the second year in college, as a junior if he or she has completed fifteen courses by the beginning of the third year, and as a senior if the student has completed twenty-four courses by the beginning of the fourth year.

ACM PROGRAMS

Lake Forest College is a member of the ACM, Associated Colleges of the

Midwest. Other participating colleges include: Beloit, Carleton, Coe, Colorado College, Cornell, Grinnell, Knox, Lawrence, Macalester, Monmouth, Ripon, and St. Olaf. The ACM sponsors a wide variety of off-campus programs. Inquiries may be made from the individual program advisors, or the Office of Off-Campus Programs.

The ACM programs and the advisors for each are:

Florence	Bartlett/LeMahieu
The Arts of London and Florence	Bartlett/LeMahieu
East Asian Studies in Japan	Osako
India Studies	Mojekwu
Chinese Studies	Osako
Costa Rican Development Studies	Finnegan
Urban Studies in Chicago	Ticknor
Urban Teaching	Bergmann
Wilderness Field Station	Louch
Geology in the Rocky Mountains	Martin
Newberry Library Program	Whatley
Argonne National Laboratory Program	Davis

ADVANCED PLACEMENT

The College grants advanced placement and exemption from certain major requirements to entering students demonstrating proficiency in their work.

Each department reserves the right to set its own criteria for advanced placement. Generally though, students who have successfully completed Advanced Placement courses and taken the appropriate examinations provided by the College Entrance Examination Board may apply for college credit for this work. Grades of "3", "4" or "5" on the examinations entitle students to credit. Grades of "1" and "2" do not entitle students to credit. For more specific information, contact the department chairman concerned.

CALENDAR

Course work at Lake Forest college is scheduled into a calendar which is 3-2-3 or 3-1-1-3. The format provides two twelve-week periods of three courses each, one seveweek period of two courses. The seven-week middle, or winter, term, may be used for concentrated study of two subjects consecutively for three-and-a-half weeks each, or two subjects concurrently for the full seven-week period. In addition, half courses are offered in February, allowing for more flexibility. Under the 3-2-3 plan, students, may take advantage of off-campus programs such as internships with nearby businesses, extended field trips, or course work at other colleges and universities.

CLASS ATTENDANCE

Each member of the faculty has the preogative of establishing specific attendance regulations which, in the instructor's opinion, are best suited to the course.

COURSE LOAD

In the fall and spring the normal load is three courses, although a student may take a fourth course if the record indicates he or she is capable oc completing an additional course satisfactorily and if the advisor agrees. In winter two courses constitute a full load. These may be taken concurrently or successively. Those courses in education which are required for certification but which are not credited toward a degree, and private music lessons or choir for credit may be added to the normal course load. A student may also take an overload of one course during either Fall or Spring.

CREDITS

Credit in thirty-two courses is required for graduation. While credits are recorded by courses rather than by semester or quarter hours, each course may be regarded as the equivalent of four semester hours of six quarter hours.

COURSES AT BARAT COLLEGE

A student at Lake Forest may, upon approval of his or her advisor, register for up to four semester hours in a given semester at Barat College, for which full Lake Forest credit will be granted.

A schedule of courses at Barat College is available in the Registrar's Office. A student who wishes to register for a course at Barat should indicate the course on the registration form.

Lake Forest students travel to Barat, one mile away, primarily for additional coursework in the creative arts—dance, ceramics, painting. Barat students register at Lake Forest primarily in the sciences—biology, chemistry, physics. A bus shuttle service between the two colleges operates regularly each day. Bus schedules may be obtained from the Registrar's Office.

Barat College also offers lectures and cultural programs to which students of Lake Forest are invited.

COURSE CHANGES

In order to change from one course to another after registration a student must file a Change of Registration form. If this is not done failure in the course will be recorded. Except in unusual circumstances and for reasons beyond control, the student may not change from one course to another after the end of the second week of the Fall or Spring, or after the end of the first week of a seven-week course in the winter, or after the first three days of a January or February course. Course changes after the established deadlines need the written approval of the advisor, the instructor, and the Dean of Faculty.

COURSE WITHDRAWAL

All full-time students are required to carry a full course-load of four courses per billing period. A student is permitted to withdraw from a course, thereby falling below a full load, only under exceptional circumstances, when the academic advisor and the instructor agree, and specify on the Course Withdrawal form, that withdrawal is both necessary and appropriate. The approval of the Dean of Faculty is required for all course withdrawals. Approved withdrawal from a course within the first seven weeks of a course will result in a grade of W if the student is passing, and of WF, viz. "Withdrawal Failing", if not. For the Winter Term, the grace period is four weeks for full-term courses, two weeks for January or February courses.

The consequences of withdrawing from a course after registration are serious:

1) The grade of W or WF becomes part of the student's permanent academic record.
2) The student falls behind one course and must therefore take an overload, or a summer school course in order to graduate on schedule.
3) There are no tuition refunds, either full or partial, for a dropped course.

The student therefore forfeits the cost of the dropped course and must pay the full course of making of making it up in the future. Normally Financial Aid cannot be used for making up a failed or dropped course.

CREDIT BY EXAMINATION

If a student feels able to meet the requirements of a regular course without attendance at class meetings, he or shee may request permission to pass the course by examination. The student must have the consent of the instructor and the approval of the Dean of Faculty, and the instructor may make requirements in addition to the examination when these seem appropriate for a course. The usual course fee will be charged for credit by examination.

CREDIT FOR SUMMER WORK ELSEWHERE

A student who plans to attend a summer session at a college other than Lake Forest must obtain prior approval for the program of study. Transfer credits may not be accepted for a student who fails to obtain approval. The student should report to the Registrar to obtain the necessary form.

DEAN'S LIST

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. To be selected for this honor, a student must have received during the year at least four grades of "A", six of "A" or "B", and no grades "C", "D", or "F".

DOUBLE MAJOR

Students declaring a double major must be aware that they must complete course requirements in both major fields. Courses which may be counted for one major or another, such as Biology 300 or Chemistry 300 (Bio-Chemistry), may be counted for both majors in a double major upon petition and approval of the department heads of each field.

EXAMINATIONS

Final examinations must follow the published schedule. They may not be given to individual students prior to the beginning of the final examination period, but a faculty member is free to arrange an individual examination any time during the examination period if he feels that the student's request for change is justified. The examination for hte rest of the class must be given at the scheduled time.

In lieu of a final examination in a course, term papers may be assigned, but in such cases the students are entitled to have until the end of the scheduled time for the examination in a course to submit their term papers.

Examination papers, particularly final examination papers and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed so as to be available for examination by students. It is understood that papers from the spring term will be kept through the fall term.

FOREIGN LANGUAGE PLACEMENT

Students interested in continuing a language started in secondary school will be placed in the appropriate level courses on the basis of interviews with the Foreign Language Department faculty. Subsequent placement tests may required of some students. As a guide, students generally may assume that each year of secondary school study of a language should qualify them to be-pass one term of the study of that change to a language. If the appropriate level course is not available during the fall term, it will be offered during the winter or spring term.

GRADING SYSTEM

The College employs and A,B,C,D,F grading system. The "A" grade is awarded for work of clearly outstanding quality. The "B" is given for superior but less than outstanding work. The "C" indicates work. The "D" is given for work that is marginal but nevertheless passing. Courses in which a student receives a grade of "D" count toward graduation; however, the departments may require a grade of "C": or better in courses prerequisite to more advanced work. A course for which the grade of "D" is received may be repeated for the purpose of improving the grade, but not for additional credit. "F" indicates failure.

At Lake Forest, students may choose for each course to receive either "credit" only or a grade in the course, if the work is successfully completed.

The choice must be made no later than the end of the first week of classes in the term, except that in January or February terms the choice maust be made no later than the third day of classes. An incomplete ınay be given only upon the initiative of the instructor and, except ehen special permission is granted by the Dean of Faculty, must be removed within the first week of the new term in fall or winter, and within one calendar week after the close of final examinations in the spring term.

Approved withdrawal from a course within the first four weeks of a fall or spring term will result in a grade of withdrawal, "W". Approved withdrawal after the first four weeks will result in a grade of "W", if the student is passing the course, and a grade of withdrawal failure, "WF", if not. For the winter term, the period is two weeks for full-term courses, one week for January and February (half-term) courses.

The conditional grade of "X" permits a student who was passing a course until the time of a a fianl examination or paper to repaeat that work when, in the opinion of the instructor, a failure on the final work was clearly inconsistent with the student's earlier performance. If the work is satisfactorily completed, the "X" is converted to a "D", otherwise that it becomes an "F".

The warning grade of "Y" is gieven only to freshman at the time of the mid-term grade report when a student is barely passing a course.

Grade reports for failing, barely passing, or incomplete work are made to all freshman students at mid-term. Final grade reports are mailed to students at their homes at the close of each term.

GRADUATION WITH HONORS

There shall be but one type of GWH (excluding the College Scholar Program) and that shall be in a department, (or appropriate inter-disciplinary major). Two criteria must be satidfied: (1) a demonstration of the student's mastery of the subject material, and (2) a demonstration of the student's ability to do creative scholarly work in an area. These two criteria must be met as follows:

(1) A student must have a 3.5 grade point average (GPA) or above in all courses in the major taken at Lake Forest College. This is based on a 4.0 GPA as straight A; a minimum of six must have been taken at Lake Forest College.

AND

A student can choose to take the senior major examination (Written or oral); however, a student must have a 3.0 GPA in the department to be eligible or be invited by the department to take such an exam. This would be avaluated by the deaprtment as is currently the case for GWH in a department.

The grade point average is to be computed at the end of the term preceding graduation. If a course is retaken in the major, the higher of the two grades is computed in the grade point average.

INDEPENDENT STUDY

Increasingly, independent study and research under the guidance and supervision of members of the faculty is sought by students as an avenue of investigating areas beyond the limits of the formalized course.

Qualified students may engage in independent study with the appropriate approval of the faculty. A student may take no more than a total of seven independent courses, tutorials, research, senior thesis, creative projects, or off-campus activities such as internships.

In addition to the registration with the Registrar, approved plans must be submitted to the Office of the Dean of Faculty before the beginning of the term in which the study is to take place.

A student may undertake a research project, under the supervision of a faculty member, during the junior or senio years. A student may take one one course-equivalent of research per term with a maximum of ofur course-equivalents during the junior and senior years. The category of research will include senior thesis programs.

A student may take a tutorial project (a directed reading project) under the supervision of a faculty member during any term after the first term of the freshman year, but no student may take more than four tutorials while at Lake Forest College, and no more than one per year.

A student may undertake a creative project in the fine arts under the supervision of a faculty member after the first term of the freshman year, but no more than four such projects are allowed toward the degree and no more than one may be undertaken in a given academic year.

An internship is an independent study which is pursued off-campus in an established organization under the immediate supervision and partial evaluation of someone else outside the faculty. A student may earn a maximum of four course credits in internships.

COLLEGE SCHOLAR PROGRAM

The College Scholar Program emphasizes self-determination for its students. The responsibility for initiative in the program lies with the student, beginning with presentation of his or her case for admission to the program.

In the spring term applications are invited from students who will be juniors by the end of the fall term of the following academic year. Admission is determined by the College Scholar Committee on the basis of:

1) The student's aptitude for excellent academic performance.

2) The likelihood of the student's maintaining high motivation in a program of self-directed work.

3) The probability of successful completion of the student's general study plan in the light of the goals and capacities of his or her own scholarship, of the College, and of the Scholar Program.

The student applying prepares a general study plan, consulting with a faculty member who agrees to serve as the student's college scholar advisor. The general study plan is a crucial sample of performance for purposes of judging admission to the program.

In the general study plan a student defines a special field of interest but this field need not correspond to existing departmental divisions. It is expected that the plan will represent an integrated program of study, not a collection of discrete units, and that it will include a variety of methodologies providing the breadth of a liberal education.

Students admitted to the program and their advisors will derive from the general study plan a specific plan of study for the first year of participation and a tentative outline for the second. Decisions regarding the method of evaluation and the credit value of courses and projects also will be made at this time. The student is expected to pursue courses and independent study projects which contribute to the achievement of the objectives stated in the general study plan. These may include regular courses and seminars, but presumably a significant portion of a student's time will be devoted to self-directed independent study projects (including laboratory research, directed reading, tutorials, and internship projects).

LFC SUMMER SESSION

Schedules and registration forms for the LFC summer term may be obtained in the Registrar's Office. Independent study during the summer is restricted to internships. Other independent studies will be approved only in *very* exceptional cases, and only if it can be demonstrated that a student's academic program makes that work a necessity.

OFF-CAMPUS PROGRAMS

Especially during their junior year students may live and study abroad through one of the college's Term Abroad programs. Each of these programs is limited to one academic term, is planned and directed by members of the Lake Forest College Faculty. Since the classes abroad are a regular part of the academic schedule of the college, credit is given by Lake Forest.

Fall term in Mexico
Marine Biology Trip

In addition, off-campus study is possible through the various ACM programs for which credit if given by Lake Forest College.

Application procedures:

A student becomes a participant in one of the off-campus programs of Lake Forest College upon acceptance by the department or the supervisory committee appropriate to the particular program, with the concurrence of the Director of Off-Campus Programs. Major considerations in determining admissibility to a program are:

evidence of academic motivation and promise of adequate academic work;

usually an average of B- or better will be expected;

reason to believe that the student will benefit from the particular program; the applicant's major interest and the reasons given for wanting to join the program are important considerations.

If the group of applicants is larger than the number who can be admitted, preference will be given to majors and to upperclassmen. Freshmen and last-term seniors are ineligible.

Each applicant must present the following:

A completed application form, including parental signature*
A medical report*
A deposit of $250 (make check payable to Lake Forest College; if student withdraws, $50 is non-refundable; and the remaining $200 is refundable only if his/her place can be filled)

The admitting committee will also consult the academic record at the school where the student is presently enrolled, and seek the opinion of the Dean of the Faculty.

Students at other institutions must also apply:
An offcial transcript
A recommendation from a faculty member*
All parts of the application listed above are due at the deadline. If payment of the deposit involves a real hardship, the applicant may make special arrangement with the Director of Off-Campus Programs. No applicant will be accepted into the program until all the conditions are met.

Deadlines are as follows:

Term of the Program	*Due Date*	*Absolute Deadline*
Fall	May 1	June 1
Winter	September 15	October 1
Spring	November 1	November 15

Applications should be submitted in full before the due date. Completed applications will be evaluated as they come in; decisions on late applications will thus be the last to be made. After the absolute deadline no additional applications will be considered.

*The forms marked with an asterick above may be obtained from the Office of Off-Campus Programs, 101 Reid Hall, Lake Forest College, Lake Forest, Il 60045.

Cost of participating in a program includes:

Tuition at the regular Lake Forest College rate.
Small student activity fee.
Travel to and from the location of the program.
In some cases an excursion fee for field trips.
Lodging and meals.
Books and incidentals, including individual travel.

There are many overseas programs to which students may apply individually. The Office of Off-Campus Programs is building a *file of information* for interested students to consult. Eventually the office hopes to have enough knowledge of various programs to offer specific advice. The file is available now; students may read overseas program literature *in the office,* or they may also see ACM programs.

RECORDS OF ACADEMIC WORK

The Registrar's Office maintains a permanent transcript, for each student, on which are recorded the courses a student enrolled in, his grades, credits, etc.

PRE-REGISTRATION AND ROOM DRAW DEPOSIT

Each spring returning students enrolled in the College who have paid a $100 deposit pre-registered for the next academic year. Pre-registration should be completed before the end of the spring term. Students who have pre-registered by this date will be given first priority in classes for the coming year. After that date, students must register in the fall after all new students have registered.

For students who can provide evidence that they cannot arrange the $100 deposit, a "Statement of Intent" is a temporary substitute for the cash deposit. It is valid only until July 15. By that date, the cash deposit must be sent in. It will be necessary to cancel the pre-registration of any student who has signed a "Statement of Intent" but fails to make the pre-registration deposit by July 15.

The $100 pre-registration deposit is also required for students who wish to participate in spring room draw. The "Statement of Intent" may be used in appropriate circumstances, and the pre-registration cancellation provisions are also applicable to housing space selected in the spring.

Students receiving Financial Aid (including independent students) and whose expected parental contribution shown on the 1977-78 Award Certificate is $1000 or less may secure a "Statement of Intent" directly from the Director of Financial Aid. Students whose parental expectation is greater than $1000 or who are not recipients of aid, but for whom extenuating circumstances preclude payment of the deposit by either their parents or themselves must apply to the Dean of Student Affairs for a "Statement of Intent." A request for "Statement of Intent" will be honored only rarely, and only after correspondence from parents and upon proof that the student has attempted to earn the deposit through part-time employment.

Any student making the pre-registration deposit who subsequently decides to withdraw from the College will have the deposit refunded in full if the Office of the Dean of Student Affairs is notified in writing prior to July 15, 1977. Any withdrawal or leave of absence requested after that date will result in a forfeiture of the deposit.

Any pre-registration that is cancelled will result in a $25 reinstatement fee being charged. It should be noted that this fee does not entitle the affected student to enroll in the courses previously scheduled, but rather to register for those courses available.

New students plan a tentative course schedule during the summer preceding their entrance to the College. Registration is completed on designated registration days in September.

REQUIREMENTS FOR GRADUATION

A total of 32 courses is required for graduation. A minimum of 8 courses is required for each major *(a maximum of 15 is permitted).* Each major department may specify certain courses that must be included in the major. A listing of these specified courses is included in the College catalog. The student must satisfy the major requirements without exceeding the maximum number of courses allowed in the major.

RETAKING COURSES

Repetition of a course will not remove the original grade, but rather both grades will be recorded. A course in which a passing grade was received may not be repeated for additional credit. However, students do earn academic credit when the first grade was failing and the second grade is passing. Permission to retake a course must be approved by the student's advisor.

The college does not attempt to evaluate retaken course work. The evaluation is left to other institutions which the student may attend.

TRANSCRIPTS

Every student is entitled, without charge, to one certified copy of his College record. The Registrar's Office charges $1.00 for each additional official transcript requested. Students must clear financial obligations with the Business Office before transcripts will be released. Forms are available at the Registrar's Office for transcript requests. A period of a week should be allowed for filling the request. Official transcripts are released only upon authorization of individual students or alumni.

TRANSFER OF CREDITS

An official transcript from the issuing institution must be made available to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit.

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Also, courses at other accredited institutions which are in the Liberal Arts tradition, but do not have comparable counterparts at Lake Forest, may be granted credit. LFC students are requested to receive prior approval from the College before taking course work at other colleges. The Registrar evaluates transcripts for LFC course credit. However, students may appeal decisions to the Academic Appeals Board.

TUITION CHARGES (See College Bulletin)

WITHDRAWALS, LEAVES, AND TRANSFERS

To insure prompt release of transcripts, grades, etc., please pay careful attention to the following procedures:

1. A "Separation Form" should be obtained from the Dean of Student Affairs Office and an interview scheduled with Ms. Croskey.
2. Check with the Financial Aid Office to be sure that any scholarships or other awards are appropriately terminated.
3. Clear your account with the Business Office, i.e., securing the $100.00 deposit to maintain class status, etc. for Leaves of Absence.
4. Provide a written statement concerning your reasons for departure from Lake Forest College - this statement will be treated confidentially, and is very useful in helping the College identify areas which may need attention.
5. Interview: Please bring to the interview your completed Separation Form and the Statement concerning your reasons for departure.

Please Note:

—Academic or disciplinary dismissal take precedence over Withdrawal.
—If an extension of your Leave of Absence is warranted, it is your responsibility to contact the Dean of Student Affairs Office by July 15th of the oncoming academic year to avoid forfeiture of your $100.00 deposit. This deadline pertains to any change in student status.
—Leaves of Absence are limited to half year or full year periods; extensions may be granted for a maximum leave of two years.
—Students who Withdraw and thereafter wish to return to Lake Forest College must reapply for admission to the College.
—I.D. card forwarded for validation of the Separation Form.
—Keys should be returned to your Head Resident.

READMISSION

Students applying for readmission need to reapply formally through the Admissions Office describing their activities while away from campus and the date that they hope to return. In the event of dismissal for academic reasons, students are not eligible for readmission for six calendar months. In cases of dismissal for disciplinary reasons, eligibility for readmission is stated at the time of dismissal. No readmission is given to persons dismissed twice for academic reasons.

SECTION II

STUDENT LIFE

ACTIVITY FEE - Funding Guidelines

Discussions within the College Council in the spring of 1973 and among students have led to the establishment of new priorities for determining the expenditures of the Student Activity Fee, and of new procedural guidelines to control these expenditures.

The Student Activity Fee is determined in amount by the Administration of the College and is collected by the Administration as a part of the general fee structure of the College; failure to pay the fee results in suspension of a student's registration at the College.

The College will allocate the Fee to Student Government twice each year - in September and in February. The responsibility for the disbursement of Student Activity Funds lies directly with Student Government and its officers, the President and the Treasurer.

The Administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced, and to revise the fee or to cancel it entirely for a given year if it is determined that the established priorities are not being met and/or procedures are being violated.

A review may be held at any time at the request of either Student Government or the Administration, and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be accomplished by the College Life Committee, which shall report its findings to the Office of the Dean of Student Affairs.

Priorities

The Student Activity Fee shall be distributed in recognition of the following priorities:

a) The maintenance of a representative Student Government;
b) The encouragement of responsible Student Government, through procedures which recognize and reflect individual expressions of funding priorities;
c) The maintenance of an effective, community-wide communication system on campus (e.g. *The Stentor, WMXM);*
d) The support of a comprehensive program of community-wide cultural activities;
e) The encouragement and support of a residence hall program which includes housing units;
f) The encouragement and support of sub-groups within the total community, which contribute to the strength of the entire community.

Procedures

a) The Budget of Student Government shall be set annually by the Government in the Spring of each year.
b) All accounts of Student Government, with the exception of those indicated below, will be maintained within the College's accounting system and will be subject to semi-annual review by the College's Controller.
c) Student Government may grant "economic autonomy" to recognized student groups when it determines that its governance provides for the responsible expenditures of funds and its budget is sufficient in amount to justify a separate expenditure system; such funds may be maintained separately from the Student Government account, but will be subject to a semi-annual review by the Treasurer of Student Government, who shall report to Student Government in this function.
d) All programs, events, publications, etc., supported by the Student Activity Fee shall be open equally to all members of the College Community.
e) All expenditures, whether by Student Government or by those organizations granted "economic autonomy" must be in conformance with civil law and College rules.
f) Neither Student Government nor organizations granted "economic autonomy" may participate in deficit spending.

BULLETIN BOARDS

Bulletin Boards in Commons list daily campus events, job opportunities, events in Chicago and other important notices.

All notices should be approved and stamped in the Office of the Director of Campus Activities before they are posted.

COLLEGE COMMONS

The Commons area serves as the hub of the campus community. Suggestions for developing and promoting recreational, cultural, and social programs in the Commons should be made to the Office of the Director of Campus Activities. Please note the following Commons' regulations:

1) Animals are not permitted in the building
2) Furniture may not be moved from one room to another except when approved by staff personnel
3) No one is permitted to remain the the building after closing hours
4) Bulletin Board notices must be approved by the Campus Activities Office
5) Solicitations are prohibited unless authorized by College personnel

Cooperation by all members of the College community will be appreciated and will aid in the efficient operation and maintenance of the Commons building.

COMMONPLACE

Commonplace houses the student snack bar, vending machines and a micro-wave oven. The room serves an an informal recreation spot.

DISCRIMINATION/GRIEVANCES STATEMENT

Lake Forest College does not discriminate against any persons because of race, color, sex, religious or national or ethnic origin in its educational programs, activities or employment.

No person in the United States shall, on the basis of sex, race, color, religion, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX prohibits sex discrimination and requires each educational institution covered by it to adopt and publish (Section 86.8 (b) grievance procedures.

At Lake Forest College in light of already existing grievance procedures, persons alleging discrimination should employ the following procedures:

1. Present the alleged grievance to the Dean of Student Affairs or designee who will hold an informal discussion of the matter with persons involved.
2. In the absence of agreement (step one), present the alleged grievance, in writing, to the Hearing Committee (Dean of the Faculty, Dean of Student Affairs or designee, and Director of Personnel) within 10 working days of the informal discussion.
3. In the absence of agreement (step two), present the alleged grievance to the Conduct Board for resolution within 10 working days.

The Conduct Board shall make a prompt, written recommendation to the President for final disposition.

It should be noted that there shall be no reprisal against any employee for filing a grievance or for utilizing the Grievance Procedure.

DRIVING ON THE GRASS

A $25.00 fine will be imposed for driving or parking on the grass and/or sidewalks.

DRUG REGULATIONS

In formulating the Drug Regulations to be recommended to the administration, the College Life Committee meeting during the fall of 1971 expressed two primary concerns: one for the health and safety of the student; the other for the maintenance of an atmosphere appropriate to an academic institution.

The regulations affecting the private use of drugs place primary responsibility on the student for the conduct of his own affairs. The College will seek to arrange confidential, professional counseling for students with drug abuse problems; the primary interest in such cases will be therapeutic, not punitive.

The Committee expressed particular concern with the threat to student health which is presented by drugs with a high potential for abuse and with trafficking in those drugs. Such drugs are dangerous to the individual and also invite danger to the college community from a wide variety of off-campus sources: addicts, drug dealers (better known as pushers), and even civil authorities. The College Life Committee expressed the belief that students can and should police themselves in such a way as to make college action in this area unnecessary. Particularly, it was expected that students would see that the dealer (pusher) in hard drugs was a serious threat to themselves and to others, and would act accordingly to stop the actions of such persons on campus.

Concern was expressed about the possible use of "informers" to enforce the regulations. The College does not, and shall not, make use of persons whether students, or not, specifically assigned to the task of discovering violations of these regulations in a covert role. Only if there is clear evidence of student trafficking in *hard* drugs, and the students and the College have been unable to solve the problem, will alteration of the ban on "informers" be considered. Any change in this policy shall be publicly announced; the authority to change the policy rests with the President, who will consult with the College Life Committee prior to his public decision.

The College reminds each student of Federal and State laws concerning possessions, use, sale, or distribution of illegal drugs. (Check the Revised Illinois State Statutes in Donnelley Library).

A. *Alcohol* - Under Illinois State Law, persons between the ages of 19 and 21 are allowed to purchase beer and wine beverages. Persons 21 years of age or older are allowed to purchase any type of alcoholic beverage.

1. Possession or consumption of alcoholic beverages is *prohibited* in all academic buildings, McCormick Auditorium, the Commons, the Sports Center, and the Hockey Rink (the only exception to this rule will be in case of functions at which persons under legal age will not be served and which are specifically approved by the Office of the Dean of Student Affairs or by another appropriate administrative officer).
2. The College reserves the *right to regulate* consumption of alcoholic beverages at public functions.
3. Being *under the influence* of alcohol shall in no way be considered an excuse for disorderly or disruptive conduct which shall be subject to the usual disciplinary sanctions.
4. The College allows the drinking of alcoholic beverages only in the individual *rooms and lounges* of residence halls and within the College Pub.
5. The *College Pub* is licensed by the City of Lake Forest and is under compliance with state laws regarding the sale of alcoholic beverages.

B. *Other Drugs* -

1. The *public use* of any illegal drugs will subject the user to established College disciplinary procedures, with the possible penalty ranging up to and including dismissal from College.
2. *Sale or distribution* of illegal drugs, or the possession of illegal drugs in quantities such as to suggest trafficking, will subject students to established College disciplinary procedures. The prescribed penalities for sale or distribution shall be as follows:
   a. The sale or distribution of so-called "hard" and/or addictive drugs, including but not limited to heroin, other opiates, cocaine, and methedrine crystal, shall be grounds for immediate expulsion from College. (Hallucinognes of high-abuse potential, including LSD, shall be considered under this category as well.)
   b. The sale or trafficking in any illegal drugs shall be cause for action up to and including dismissal from College.
3. In recognition of the College's special responsibility to the wider community, the sale or distribution of any illegal drug to anyone *outside the college community* shall result in immediate expulsion from College.
4. A student whose drug use threatens severe *personal, psychological or physical harm,* substantially impairs his or her ability to perform in the academic program, or is substantially deleterious to the general life of the College, and who is unwilling to accept counseling, may be requested to withdraw from the College; in such instances, the students may exercise the right of appeal through established college procedures.
5. Being *under the influence* of drugs shall in no way be considered an excuse for disorderly or disruptive conduct which shall be subject to the usual disciplinary sanctions.

EMPLOYMENT OF STUDENTS

Students interested in obtaining employemnt on campus should see the Director of Financial Aid. Students interested in securing employment off campus should see listings at the Dean of Student Affairs Office and Commons.

FIREARMS/FIREWORKS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulation includes pellet guns, BB guns, slingshots, and firecrackers.

GAME ROOM

The Game Room is on the ground floor of Commons; billiard tables, bowling lanes, and pinball machines are available.

IDENTIFICATION CARD

The student identification card is furnished by the College for use as a means of personal identification as a Lake Forest College student and represents membership in the College community. It remains the property of the College and must be returned to the Office of Student Affairs when the student is no longer enrolled.

Carry the I.D. card at all times. It must be presented upon request to any College official.

I.D. cards are available in Commons, and replacements for lost or damaged cards are available to the student upon payment of a $5 (cash) charge.

LOANS

Short term emergency loans are available in the Office of the Dean of Student Affairs. Loans will only be granted for emergencies that influence educational objectives. There is always a nominal interest charge to cover the cost of providing this service.

LOST AND FOUND ARTICLES

The "lost and found" is located at the Commons Desk.

MAIL BOXES

All students are assigned a mailbox which is located at Commons. Most boxes are shared by two people. The proper form of address for letters and parcels is: L.F.C., Student Box XXX (your number), Lake Forest College, Lake Forest, Illinois 60045. All students retain the same mailbox throughout their tenure at LFC.

MOTOR VEHICLES

All vehicles on campus *must be registered* with the College. Commuting students and resident sophomores, juniors and seniors may have cars. The cost for registering a vehicle on campus is as follows:

Resident student:	$30.00 per year
Commuting student:	$20.00 per year
Motorcycles:	$10.00 per year

State license plate registration and driver's license must be shown in order to obtain a permit. Public liability-property damage insurance is also required. Students not entitled to have their own cars on campus may not drive cars of others. Students must recognize the authority of the Campus Security Officers or lose their permit at once.

Motorcycles may not be driven on the sidewalks and walkways on campus.

Inoperable cars (due to any reason) must be removed immediately to the proper parking area by owner.

Unregistered vehicles and improperly parked cars may be towed and/or stored at owner's risk and expense.

Tickets will be issued to violators. Registered vehicles, including motorcycles will be charged $5.00 per ticket. Tickets may be appealed to the Director of Security. Tickets should be paid at the Business Office (or proof of successful appeal should be presented to clear accounts). Tickets must be paid (or successfully appealed) *within 7 days of issuance.* After 7 days, fines will double and will be added to the student's account at the Business Office. If a student has successfully appealed a ticket, but has not acted within the 7 day period, there will be a $5.00 service charge for removing the fine.

Parking privileges will be revoked if a student accumulates three unpaid tickets or if any vehicle accumulates six or more violations per year (registered car owners are responsible for all citations received by their cars). When privileges are revoked the permit must be scraped off, the remains surrendered, and the vehicle removed from campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the vehicle is on campus at any time after revocation of the permit.

Unregistered Vehicles: If three tickets are received before the vehicle is registered, no registration will be allowed and the vehicle must be removed from campus for the year.

Failure to pay tickets or to remove a vehicle whose registration has been cancelled may result in further action by the College.

MUSIC PRACTICE ROOMS

Ravine Lodge houses music practice rooms which may be secured by contacting the Music Department.

ORIENTATION PLANNING BOARD

The Orientation Planning Board is responsible for assisting the Dean of Student Affairs Office in orienting new students to Lake Forest College and the surrounding community.

The Planning Board is comprised of eight student members and two advisors. The students are selected by the Dean of Student Affairs Office in the fall.

PRIVACY LAW (How it affects students)

1. Directory Information

The recently enacted amendments to the Family Privacy Act now make it possible to release "Directory Information" to any parties without the written consent of the students. As stated in the Congressional Record, "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, the student's class schedule, the names of the student's parents and academic advisor, and the other information routinely published in the college directory.

2. Information to Parents of Dependent Students

The college no longer needs the dependent student's written consent to send to his or her parents the following information: college bills, grades or other academic information (as appropriate), and other information about the general welfare of the student.

3. Confidential Information

Students may not review their parents' financial records without written consent of the parents. In addition, confidential letters and statements placed in the students' files before January 1, 1975 must have their assurance of confidentiality respected. Otherwise, students may inspect their records in the Office of the Dean of Student Affairs.

Persons with questions about the revised law should feel free to consult with the Office of the Dean of Student Affairs.

PROPERTY LOSS Lake Forest College does not provide insurance for students' personal belongings such as bicycles and hi-fi sets. If a student sustains a loss, the College cannot be held liable for the replacement of such loss. It is recommended that the student make arrangements for insurance to cover personal belingings.

In the event that there is the possibility of negligence on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably the Security Department. This is not a valuation procedure; merely an establishing of loss.

College negligence will subsequently be reviewed. Those claiming such negligence must advise, in writing, the Business Office with a copy sent to the Office of the Dean of Student Affairs.

If settlement is made, the recipient must sign a statement that no claim is being made to an insurance company.

PUB

The College pub is located in the basement of Commons. the pub serves beer and wine to students 19 years of age or older. Students are not allowed to take beverages out of the pub.

RECRUITERS

No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College.

No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or in any other way intimidate students from exercising their right to demonstrate peacefully.

RESERVATION OF CAMPUS FACILITIES AND SCHEDULING

A. Room reservations for on-campus activities are made through the following people:

Sports Center: Mike Dau
Donnelley Gallery: Sally McGowan
Commons Cafeteria, Pierson ABC, & Commonplace: Jane St. Pierre

All other rooms in academic buildings, including McCormick Auditorium and Reid Auditorium are reserved as follows:

1. For scheduling between 8:00 a.m. and 5:00 p.m. every day of the week, contact Peggy Davidson (Dean Donnelley's Office)

2. For scheduling after 5:00 p.m., contact Jane St. Pierre (Campus Activities Office)

The Campus Activities Office has a key for the *projector room* in Reid which may be checked out by a faculty or staff member reserving this room. The Campus Activities Office should be called to make such arrangements if they are needed.

The *rental* of any room or building on campus to an outside person or group is done through Peggy Savosik, Director of Conferences. Mrs. Savosik will also handle reservations for *housing for visiting lecturers and professors.*

B. All campus activities (regardless of the room reserved) must be noted on the *Master Calendar* in the Campus Activities Office. This can be done via a phone call or by sending a brief written notice. The Campus Activities Office should be notified immediately in any event is cancelled.

SECURITY

The Security Department is dedicated to the safety and protection of the College and the community. The success of the Security Department in the performance of its duties is largely measured by the degree of support and cooperation it receives from the people it serves. All members of the College community are expected to comply with the directions of Security Officers, and students and their guests are required to present their I.D. card when requested.

Security Officers make every effort to work together with the Residence Staff, though the judgement of non-student Security Officer takes precendence.

Disturbances, suspicious behavior, or any other problems in the residential area should first be brought to the attention of the Residence Staff. Thereafter, Security should be contacted.

Difficulties in non-residential areas (Commons, classrooms, etc.) should be reported directly to the Security Department.

The Security Department is open at all times and is located in College Hall, Room 20 (the ground floor rear entrance should be used after regular hours).

SMOKING

No smoking is allowed in any classroom (except seminar rooms), studio, laboratory, library lounge area, the auditorium, the field house, or the Chapel. Faculty members are asked to cooperate in the enforcement of this rule.

SALESPERSONS/SOLICITORS

No salespersons are permitted in the residence halls. No salespersons are permitted in any other area of the Campus without written approval of the office of the Dean of Student Affairs.

SPEAKER POLICY

The following excerpt from the resolution adopted by the Board of Trustees on December 2, 1963 is quoted here:

> . . . Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it . . .in its policy governing this appearance of outside speakers on the campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Student Affairs.
3. If the Dean of Student Affairs objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented that statement as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiations or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in "sympathy."

STUDENT ORGANIZATIONS

As stipulated in Article V, Section E.1. of the College Governance Plan, "All student organizations that identify themselves as Lake Forest College groups must register with the Director of Campus Activities." Registration forms are available at the Campus Activities Office in Commons. The following is a listing of current campus organizations:

Am Yisrael Chai (Jewish fellowship group)
Afrikan Students for Afrikan Liberation (A.S.A.L. - Black awareness-raising group)
Campus Entertainment Committee (C.E.C.)
Cheerleaders
Christian Fellowship Club
Community Services Federation (C.S.F. - community involvement group)

Film Group (selects films for campus)
Film-Making Club
Garrick Players (theater group)
Homecoming Committee
International Students Organization (I.S.O.)
Lake Forest College Choir
Microtheater
Outing Club
Photography Club
Pre-law Association
RA Weekend Committee (annual spring festival in honor of the Egyptian sun god)
Women's Center (resource service)
WMXM (FM radio station at 88.9 on the dial, located in Reid basement)
Yearbook

Publications:

Black Rap (A.S.A.L. newspaper)
Collages (foreign language literary magazine)
Free Space (women's concerns newsletter)
Silenus (literary magazine)
Stentor (weekly newspaper with offices on Fourth Floor of College Hall)

Club Sports:

Golf Club
Lacrosse Club
Racquetball Club
Water Polo Club

Contact the Director of Campus Activities and Student Government for more information on student organizations.

VEHICLE RENTAL

The Physical Plant has two vans available for rent to recognized student groups. Vehicles may be used only for College-connected and approved activities. Drivers have to have an operator's license and be certified by the Physical Plant as being authorized to drive these vehicles. Vans are only available for "local" travel. The cost will be 10 cents a mile plus $1.00 an hour. Twelve-hour periods cost $8.00 plus 10 cents a mile. Twenty-four hour periods cost $12.00 plus 10 cents a mile. Minimum charge is $3.00. Reservations must be in advance.

SECTION III

CAMPUS SERVICES

ADMISSIONS - Patterson Lodge

Spike Gummere, Director
Anthony Leggett, Assistant Director
Constance Rajala, Assistant Director
Ellen Syburg, Assistant Director

The Admissions Staff encourages the participation of students, faculty, and staff in the admissions process since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and to help students plan for college. Students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

BOOKSTORE - Commons Ground Level

Elizabeth Pena, Manager
Hours: 8:00 - 4:00

The College Bookstore carries paperbacks, some art supplies, school supplies, textbooks, and newspapers. The Bookstore is self-service and students may write checks for a maximum of five dollars above the cost of their order. Students must pay a dollar deposit on all special orders. Unaltered books may be returned for a full refund if the student has a drop slip and a receipt. The Bookstore will buy back a book for 50% of what the student paid for it, if the book is needed for the next term. Books may be sold at the end of each term. A wholesale price catalogue is available in the bookstore for price reference.

BUSINESS AND FINANCE - North Hall 107

Theodore R. Carlus, Business Manager

The Business Manager's Office is responsible for all internal accounting, budget, accounting for special funds, government grants, and much more.

CAMPUS ACTIVITIES - Commons Main Floor

Jane St. Pierre, Director

The Campus Activities program is coordinated by the Director who works with Student Government, the Speaker/Lecturer/Fine Arts Board, Campus Entertainment Committee, Film Group, and others.

The Campus Activities program includes the planning and sponsorship of social, cultural and special academic events, maintenance of the Master Calendar (scheduling and reservations), publicity via the Capsule, distribution of complimentary tickets for special events in and around Chicago, coordination of activities with Barat College, and services regarding international student travel.

CAREER COUNSELING AND PLACEMENT - College Hall 19

Virginia Coplan and Carole Wilk, Co-Directors

The Office of Career Counseling and Placement (CC&P) seeks to help students discover and develop career objectives through resource materials, interviews and varied internships programs. CC&P also assists students in job, graduate, and professional school placement. Students are encouraged to contact CC&P for more information on career planning resources, on-campus recruitment, employment examinations, summer programs, and graduate school placement and testing. Students should also consult with faculty members on graduate school opportunities.

CASHIER - North Hall 107

Students can cash checks up to $20 and can also pay their bills at the cashier's window. A person may cash one personal check per day, however, the cashier cannot cash checks issued by the College regardless of the amount. Also, students forfeit the right to cash their personal checks if two of their checks are returned. Stamps and postcards may be purchased from the cashier.

COMPUTER SERVICES CENTER - College Hall 10 & 11

David Cochran, Director
Hours: 8:30 - noon, 1:00 - 5:00
Monday through Friday, except holidays

CONTINUING AND GRADUATE EDUCATION - North Hall 104

Arthur Zilversmit, Director
Carol Gayle Moodie, Associate Director

The Office is geared to meet the needs of non-traditional aged students. Carol Moodie has a special interest in providing academic counseling for adult learners. The C.E. Grad. Student Lounge (Room 100, North Hall) is available for all non-traditionally aged students and those who have any questions or problems are welcome. The Office also runs a series of non-credit workshops for the North Shore community.

COUNSELING CENTER - Johnson 173 (Call Extension 361 or 362)

Dr. Phylis Frankel, Director

Individual counseling is available to students who are experiencing academic, personal, or emotional difficulties. In addition, a variety of workshops are available to all students who may wish to further their personal growth and development. The workshops, generally, focus on enhancing the effectiveness of one's ability to communicate and relate to others.

Complete confidentiality is absolutely assured, and there is *no fee* involved for services provided to students.

DEAN OF FACULTY - North Hall 103

Bailey L. Donnally, Acting Dean of Faculty
Gordon E. Whatley, Assistant Dean of Faculty

The Dean oversees all academic program at the College. In addition, the Dean periodically reviews the academic records of every student and notifies students of their progress towards obtaining a degree.

DEAN OF STUDENT AFFAIRS - College Hall 17

David M. Byers, Dean
Eric R. Riedel, Associate Dean
Harriet G. Croskey, Assistant to the Dean

The Student Affairs Office is responsible for Athletics, Campus Activities, Career Counseling and Placement, Counseling, Food and Health Services, Judicial and Disciplinary Matters, Loans, Residence Life, Security, Student Life, and Withdrawals, Transfers or Leaves of Absence.

FINANCIAL AID - North Hall 200

Gordon White, Director and Assistant to the President

The Office of Financial Aid assists students in fulfilling their financial obligations to the College. The Office handles campus employment with financial aid recipients receiving first consideration for job opportunities, although a number of students not on financial aid do participate in campus employment. Financial Awards are issued to students whose Parents' Confidential Statement indicates a need for assistance. The Office staff is available to all students for assistance in their financial planning for college.

FOOD SERVICE - Commons

Bob Kaemmer, Director
Mark Heimlich, Assistant Director

Szabo Food Service operates the Commons Dining Hall, the Commonplace Snack Bar and the Campus Pub. According to State and County laws, students must wear a shirt and shoes or sandals in the dining halls. *Board is mandatory* for all resident students.

Due to the added costs that would be involved, *servingware and food* may not be taken from the dining rooms. Students will be admitted to the dining area by showing the college I.D. card or by payment in cash for each individual meal. The I.D. cards are marked by board option.

Students may submit requests to the Business Office to be exempted from the Food Service for medical or religious reasons. The student will then be *released from the board contract* if the student cannot be accommodated by special menus provided by the Food Service.

The Food Service will prepare *meals to be taken back to the room* by a friend, if the student calls the Health Office for a meal requisition.

Students with *guests* are requested to purchase meals for the guests from the checker upon entering the dining area.

The Food Service tries to offer a variety in its meals, and is open to sincere suggestions for improvement. *Suggestions* may be forwarded to either Bob Kaemmer or Mark Heimlich.

HEALTH INSURANCE PROGRAM

All full-time students of the College are eligible for protection under the Student Health Insurance Program; all resident students are *required* to participate in the plan unless waived upon evidence of equal or superior coverage. The premium for this insurance which covers a 12-month period is $75. *Insurance waivers* may be obtained from the Health Office. The completed waivers must be returned to the College and approved by the Business Office before September 2, 1977 for full cancellation and March 1, 1978 for partial concellation. The provisions of the College Insurance Plan are detailed in a separate pamphlet available in the Health Office, and copies of the brochure are also mailed to all parents. Students are billed separately for the difference between the charge from hospitals and doctors and the insurance coverage. The College Insurance Plan does *not cover* the costs of lab work, x-rays, costs of eyeglasses, private doctor's office visits, dental care (except resulting from injury to sound natural teeth up to $100 per tooth), or maternity care.

The College carries an additional insurance policy for Varsity Athletic Teams; charges in addition to those covered by the policy are borne by the individual.

HEALTH SERVICE - Sports/Health Center Building (Main Lobby)

Helen Watson, Registered Nurse
Hours: 8:00 - 4:00, Monday through Friday

The Lake Forest College Health Service, in cooperation with Lake Forest Hospital, exists to assist the students of Lake Forest College in maintaining a state of optimum health in order that they can pursue their studies at the College to the best of their abilities. Emotional and physical needs of the students are met in a way which is both corrective and educational.

The student may see the Emergency Department physician at Lake Forest Hospital by appointment made for the student by the College Nurse. It is required that all students show proof of equal or better coverage than that of the College carrier, or else pay for coverage with the College company.

Health care for faculty and staff is not a duty of the Health Office. However, in emergency, the patient can be treated, and immediate arrangements made for further emergency treatment elsewhere.

A. EMERGENCY SERVICE

In the event of an urgent illness or injury occurring when the Health Office is not open, the student should be seen in the Emergency Department of Lake Forest Hospital. NOTE, however, that *referral* by the Residence Staff, or Security, *is required.*

The aforementioned are required to call the Hospital Emergency Room and notify the Nurse on duty that a person is being sent to see the Physician and the reason for the visit. In the event of unnecessary visits to the Health Office for optimum benefit so that the students health status does not affect academic work. If illness, or symptoms, begin early in the day or week, there is no need to

suddenly seek treatment when the Health Office is closed. Early treatment promotes early cure.

B. CHARGES

Most services provided at the College Health Office are free of charge to the student who has paid the health fee. Visits to the Physician at the Lake Forest Hospital Emergency Room (after proper referral by the College Nurse or the Residence Staff), nursing care, medications in stock (non-prescription), and dressings are included. Throat screens and urine tests for pregnancy are done by the Nurse at no additional charge. Immunizations are available at the Health Service (on the order of a physician) at a modest fee. Whenever laboratory or x-rays are ordered by the physician or requested by the student, the normal lab or x-ray charge will be made to the student. In certain circumstances the x-ray charges will be covered by the school insurance if the student carries the policy. Laboratory work and diagnostic x-rays are not covered by the insurance.

Students not properly referred will be expected to pay the full emergency charge made to private citizens who use the emergency facilities of the hospital.

C. HEALTH RECORDS

At the student's expense, the student is required to complete a Health Questionnaire and update immunizations and Tuberculosis screening (x-ray or skin). This rule is *mandatory* upon entrance to the College for new, transfer, resident and commuter students. A CBC (complete blood count) and urinalysis are also required for entrance.

If the student leaves the College and returns after a period of one year has elapsed, the medical record must be updated by reporting to the Nurse at the Student Health Service for re-evaluation. If the student remains at Lake Forest College without leaving for a period greater than one year. The health record will remain valid. This health record becomes a permanent part of the student health file. When the student leaves the College, having graduated, transferred or withdrawn, the health record will be kept for no less than seven (7) years. The professional staff of the Health Office will chart-in the student's health record. The health record will remain a confidential document and information will be released only with the written permission of the student.

D. SPORTS INJURY & TEAM PHYSICALS

Athletic related injuries must be seen in the Health Office if at all possible. Most injuries do occur during intercollegiate athletic events, and these events are scheduled most often at time when the Health Office is closed. In these cases the injured student should be taken to Lake Forest Hospital Emergency Department.

Physical examinations are required of all students who play intercollegiate sports. The only exception allowed are freshmen who have a completed physical examination within the past six months on file in the Health Office.

E. MEALS

In the event that a student is confined to the residence hall by illness or injury, meals can be ordered by the Residence Staff after hours and by the Nurse during Health Office hours. If possible, the student should have a classmate pick up a meal ticket in the Health Office which states the length of time for the sick meals and the type of foods the student should receive.

INTER-FAITH CAMPUS MINISTRY (IFCM) -

Lily Reid Holt Memorial Chapel basement
Ronald Miller, Coordinator

The purpose of IFCM is to facilitate the spiritual search and growth of Lake Forest College students in a context reflecting the pluralism of campus religious life. A student steering committee suggests programs to meet current campus needs. A team of local clergy are active in planning and implementing programs and denominational services, as well as offering religious counseling. The Coordinator of IFCM serves as liaison with the Office of Student Affairs, the student steering committee and the clergy team.

LIBRARIES

Arthur Miller, College Librarian
Joanne Lee and Sharon Mader, Reference, Inter-library Loan, Admission to other libraries, and Government Documents
Sarah McGowan, Administrative Services including overdue books, reserve problems, and employment of library student assistants.
Joel Lee, Technical Services acquiring and organizing materials
Anne Mizra, Cataloging and Audio-visual
Edna Keller, Supervisor, Circulation and Reserve Desk, Periodicals
Mary Guenin, Technical Services Assistant
Margot Rice, Interlibrary Loan Assistant

The main College library collection is located in the Donnelley Library on middle campus; other service points, however, are the Freeman Science Library which houses the applied sciences collection and the Math Library (current periodicals) in room 103 of College Hall. Several business periodicals and books on management are received by the Advanced Management Institute which is located on south campus.

Donnelley Library

Donnelley Library's strengths are in U.S. history, including North American Indians, Black studies, British history, the World Wars, economics,

English language and literature, environmental studies, urban affairs, and local and regional studies. The college is fortunate enough to have several special collections of note. These collections include the Stuart collection of Scotiana, the Garrett Leverton Memorial Library in theater and the Hamill collection in humanities and rare books. In microfilm the library boasts complete runs of the *New York Times* and the *Chicago Tribune*, the *Chicago Defender* (1901-1956), Underground Newspaper Collection produced by Bell and Howell, Jeffersonian Americana, German War Records, National Archives, Slavery Source Materials, and the Federal Writers' Project Slave Narrative Collection.

Main Floor

Bibliographic Center (located on the north side)

1. *Reference Service.* The reference desk is situated immediately inside the main door, adjacent to the library's access tools. At times when the reference librarian is busy or the desk is unattended, please consult the librarians in the administrative offices just east of the reference desk or in the Technical Services room a few steps to the north.

2. *Access to books.* The card catalog provides the primary access to books in the college's libraries. It has two parts; one section is an alphabetical listing of books by author and title, the other an alphabetical listing by subject. We use the Library of Congress classification system; the call number indicates the book's location in the library.

3. *Access to periodicals.*

   a. Library holdings. The periodicals visible file is located on the bookcase just west of the card catalog, and is arranged alphabetically by title. It is a record of the college's periodical holdings. A card file is available at the reference desk listing periodical holdings at the public library, Barat College and other nearby locations.

   b. Periodical Contents. The indexes and abstracts are located west of the card catalog. These publications provide an author, title, and subject access to the articles appearing in journals, newspapers, government publications and collections which have appeared in book form. A subject listing is posted to assist in locating appropriate index or abstract titles.

4. *Access to materials not in the library.* Book catalogs on the north wall of the bibliographic center can assist patrons in locating research materials available for use in Chicago, on interlibrary loan, or by purchase.

   a. *National Union Catalog.* — A list giving bibliographic information of reported library holdings throughout the U.S.

   b. *Union List of Serials, New Serials Titles* and the holdings list of periodical services in which LFC participates. These lists are similar to the *National Union Catalog* except the reportings are for periodicals.

   c. *Books in Print* and related listings of available materials. These materials are used in preparing book order requests. Also, bookstore order forms are available at the reference desk.

5. *Pamphlet file.* Blue cards in the subject card catalog refer to materials arranged in the cabinets adjacent to the card catalog. The materials are arranged alphabetically by subject.

Reference Stacks. The reference stacks are located at the center of the main floor for easy access. These books are distinguished by a plus (+) over the call number. Some major types of reference books are encyclopedias and dictionaries, yearbooks and almanacs, general biblographies, handbooks, atlases, directories and concordances. These books must be available for reference at all times, so they are not permitted to leave the library.

Periodicals. Current periodicals can be found on the south side of the main floor; back issues are located at the west end of the same floor. An alphabetical listing of the periodicals is located on a visible file near the indexes. Periodicals for art and for mathematics are out of sequence. Art periodicals are located in the art reference area, west of the current periodicals. Math periodicals are located in College Hall on the second floor. See a librarian or a member of the mathematics faculty for access. (Biology, chemistry, and physics periodicals are in the Science Library.)

The Art Collection. Art books are shelved just west of the current periodicals. Art periodicals and reference books are shelved in sequence in the main collections.

Loan, Reserve and Check-out Desk. The circulation desk is located to your left (south) as you enter the library. Here you can charge books to take out of the library, renew books, or request a reserve book. All books should be returned here by placing them in the book return slot.

A.D. Johnson Audio-Visual Center. Available are cassettes and equipment for use in the library. Open: M-F 1:00-5:00, 6:00-10:00; on Sat. 1:00-5:00; and on Sun. 1:00-5:00, 6-10. Hours are subject to change.

Student and faculty leaving campus, except for term breaks, are responsible for returning all library materials before they depart. Any book not thus returned, or if it is recalled and cannot be retrieved will be reordered and charged to the absent patron, along with processing costs of $10.00 per item.

Interlibrary Loan and Photoduplication. When patrons are able to do their preliminary bibliographical search for a project one to two weeks before they need to begin work in earnest, the library staff can assist them to expand significantly the range of materials available to them through interlibrary loan and the ACM periodical bank.

If he starts early, the Lake Forest student has as much available to him, or more, than a student in a large university library. In 1976-77 more than a quarter of the students used the inter-library borrowing service. For any item that a student cannot locate in the collection, he should fill in the proper forms at the reference desk in Donnelley. Students will be required to provide complete bibliographic information as well as the source of this information. If a student has a time limit, he should be sure to indicate it.

Smoking/Non-smoking Areas. "No Smoking" areas have been designated as follows: all public areas in the Freeman Science Library; in Donnelley: the basement (except for Group Study room), the north lounge of the main floor, and posted sections of the second floor.

Security. When exiting, books and baggage should be inspected.

PERSONNEL AND CONFERENCES—North Hall 107

Peggy Savosik, Director

PHYSICAL EDUCATION AND ATHLETICS—Sports Center

Michael Dau, Director

The Physical Education Department offers a wide variety of non-credit courses. The athletic program is designed to serve student needs and interests on four levels: varsity intercollegiate athletics, intramurals, physical education, and recreational activities.

Facilities are available for racquetball, paddle ball, squash, handball, basketball, volleyball, badminton, tennis, wrestling, weight training, gymnastics dance, hockey, ice skating and swimming.

Sign-up sheets are available for the handball and squash courts.

Men's and women's locker rooms are equipped with saunas. The swimming pool is open when posted, and swim attire is required.

Sports Center hours for students, faculty and staff are as follows:

1977/78 ATHLETIC COMPLEX HOURS

FACULTY, STAFF, STUDENTS

	Gymnasium	Swimming	Handball & Squash Courts	Weight Room	Sauna	Ice Rink
Monday	8:30 am-11:30 am 1:30 pm-10:30 pm	11:30 am-1:30 pm 7:30 pm-10:30 pm	1:30 pm-10:30 pm	8:30 am-10:30 pm	8:30 am-10:30 pm	10:30 am-12:30 pm - Free Skate 12:30 pm-1:45 pm - Free play Hockey
Tuesday	8:30 am-11:30 am 1:30 pm-10:30 pm	11:30 am-1:30 pm No Evening Hours	1:30 pm-5:30 pm	8:30 am-10:30 pm	8:30 am-10:30 pm	10:30 am-12:30 pm - Free Skate 12:30 pm-1:45 pm - Free play Hockey
Wednesday	8:30 am-11:30 am 1:30 pm-10:30 pm	11:30 am-1:30 pm 7:30 pm-10:30 pm	1:30 pm-10:30 pm	8:30 am-10:30 pm	8:30 am-10:30 pm	10:30 am-12:30 pm - Free Skate 12:30 pm-1:45 pm - Free play Hockey
Thursday	8:30 am-11:30 am 1:30 pm-10:30 pm	11:30 am-1:30 pm 7:30 pm-10:30 pm	1:30 pm-5:30 pm	8:30 am-10:30 pm	8:30 am-10:30 pm	10:30 am-12:30 pm - Free Skate 12:30 pm-1:45 pm - Free play Hockey
Friday	8:30 am-11:30 am 1:30 pm-10:30 pm	12:00 pm-1:30 pm 7:30 pm-10:30 pm	1:30 pm-10:30 pm	8:30 am-10:30 pm	8:30 am-10:30 pm	No Ice Time Available
Saturday	8:00 am-6:00 pm	1:00 pm-6:00 pm	1:00 pm-6:00 pm	8:00 am-6:00 pm	8:00 am-6:00 pm	No Ice Time Available
Sunday	Fall & Spring 8:00 am-6:00 pm Winter 8:00 am-9:00 pm	Fall & Spring 1:00 pm-6:00 pm Winter 1:00 pm 9:00 pm	Fall & Spring 1:00 pm-6:00 pm Winter 1:00 pm 9:00 pm	Fall & Spring 8:00 am-6:00 pm Winter 8:00 am-9:00 pm	Fall & Spring 8:00 am-6:00 pm Winter 8:00 am-9:00 pm	1:00 pm-2:30 pm - Students, Faculty, Staff

There will be exceptions to these hours relating to varsity practices, intramurals, and special events.

PHYSICAL PLANT - Physical Plant Building
Al Zabor, Director

The Physical Plant is responsible for operations and maintenance of campus buildings and grounds. The responsibilities include housekeeping, boiler plant, warehouse-receiving, groundskeeping, motor pool, trucking, and maintenance. Work operations include painting, electrical, plumbing, locks, and carpentry. The Housekeeping operations involve custodians and maids.

POST OFFICE - College Hall Annex

The services of an official Post Office are available at this campus office. Other campus service is available in Commons.

PRESIDENT - North Hall 211
Eugene Hotchkiss III, President

The President's Office maintains regular College hours. In the past, the President has held informal talk sessions on Friday afternoons in Commonplace. At other times, an appointment may be necessary in order to see the President. In the President's absence, his Secretary will refer inquiries promptly to the appropriate person.

PUBLIC AFFAIRS - North Hall 308
Terry Gibson, Vice President for Development & Public Affairs

The Office of Public Affairs is located on the third floor of North Hall. It includes the Development Office, the Alumni Office and Information Services. The Development Office does the fund-raising for the College, and the Alumni Office organizes activities to maintain relations with past graduates of the College. Information Services is responsible for the publication of *Spectrum* and provides news, feature and sports information to the media.

PURCHASING AND ACCOUNTS PAYABLE - North Hall 308

Accounts Payable handles all requisitions and payments for College expenditures. They also handle reimbursements for College expenses to faculty, staff, and students.

Purchasing handles all purchase orders for materials and supplies as requisitioned by the various departments and offices of the College.

REGISTRAR - North Hall 209
Ruthane Bopp, Registrar

This office handles course registration, course information, and transcripts.

RESIDENCE STAFF SERVICES

Each residence hall has a Head Resident and one or more Resident Assistants who are responsible for the organization, administration and maintenance of the hall. Residence Staff members serve as information resources, program catalysts, Hall Council advisors, community rights

supporters and peer counselors.

A Freshman Coordinator serves as Head Resident of Nollen Hall and is primarily responsible for the development of programs and services responsive to the special needs of Freshmen.

The Residence Staff are representatives of the Dean of Student Affairs Office.

SECURITY - College Hall Annex, Room 20
Don Craft, Director

Security officials patrol the campus around the clock, examining buildings and grounds for fire hazards, unlocked doors, and prowlers.

The Security Office is responsible for traffic safety, vehicle registration, investigation of thefts, liaison with Municipal police and fire departments, and documenting matters which are referred to the Office of Student Affairs and the Judicial Board. Students should report immediately any crime or suspicious occurrence to the Security Office.

WRITING CENTER - Donnelly 148 (lower level; enter through Library)
Barbara Guenther (Donnelly 148)
Russ Richardson (Johnson 151)

The Writing Center is a free, no-strings-attached facility set up for students who are writing less effectively than they would like. Students need not have severe writing problems to use the Center; anyone wishing to write better, lab reports, or essay tests can receive individual help from the Composition Advisor and from trained student tutors. Simply stop by the Center at Donnelly 148.

SECTION IV

RESIDENTIAL LIFE

Lake Forest is a coeducational liberal arts college and, as such, it strives to foster an environment which enhances learning and promotes individual growth and responsibility to the end that each student develops the necessary resources to engage actively in continual self-education.

At Lake Forest participation in the residential program is a complement to learning in other segments of the campus environment. The residential program contributes to broad developmental goals such as: achieving competence, managing emotions, becoming independent, developing identity, gaining tolerance, establishing values, and clarifying vocational and avocational interests.

Several components are necessary if a residential program is to be fully successful. One component is learning by experiencing, a concept which includes the belief that the total georgraphical area surrounding Lake Forest can be considered a learning laboratory. Another component is freedom of inquiry, which means that students should be allowed to explore different options and to learn from the success or failure of that exploration. Another component concerns the presence of different ideas, for growth takes place most readily when there is a degree of tension produced by competing ideas. Still another component is education for worthy use of leisure time. Development and reinforcement of healthy personal interactions are important as we aim to assist students develop their own resources. It is also recognized that the residence hall is a temporary home, a place where privacy and security must be protected. Finally, a residential program must add to a sense of campus community, by augmenting the open dialogue among faculty, students, and staff.

The Dean of Student Affairs Office and the Residence Staff seek to give special attention to complementary education—learning outside the classroom. The objective is to plan programs which help to seed new ideas which might later be carried out by other individuals, clubs, or organizations. "Awareness programs," frequently in the form of mini-workshops or involvement encounters create opportunities for the academic community to be sensitive to current social issues.

Another objective is to help students better understand their roles and responsibilities as citizens in a complex society through Hall Council involvement and interaction with fellow residents.

Programming can motivate students to use their living-learning facilities to the fullest. It is important that the residence staff work with students in promoting programs built around special themes (e.g., ecology, human awareness, drug education) or activities (e.g., crafts, photography, dance). Residential programming may be further enhanced by guests (artists, scholars, parents, faculty) either as short-term visitors or "in-residence."

"The prime occupation of liberal education is with the skills of being" (Van Doren). Such is the goal of the residential program at Lake Forest College.

With the above philosophical statement as the basis on which residential life is premised, the following conditions of and procedures for living in-residence are set forth.

GENERAL GUIDELINES AND SERVICES

APPLIANCES in student rooms should be regulated by common sense. Those with self-contained thermostatically controlled heating elements may be used. Other appliances may only be used in residence hall kitchenettes. Circuit capacities may require additional limitations which must be followed for the safety of everyone.

BARBECUES may only be used outdoors, away from buildings, in an appropriate container. Barbecues are prohibited on balconeys, and briquets or fluid may not be stored in student rooms.

BICYCLES may be parked in assigned areas inside and outside the residence halls.

Bicycles must be reqistered with the City of Lake Forest. This can be done at the Campus Security Office.

BOARD is required of all resident students for the full academic year. Requests for release from the board plan should be forwarded to the Business Office with complete medical or religious documentation.

CANDLES, if used with extreme care, may be used during religious holidays, or if enclosed in a glass chimney. Strobe candles are prohibited, and no candle should be kept burning when occupants are asleep or out of the room.

CHECK-IN/OUT INVENTORY forms are provided to insure accountability for College property. All occupants share responsibility for the presence and condition of room furnishings, and it is in the student's interest to complete a Residence Hall Room Inventory with the Head Resident when moving into or out of a room.

CLOSING OR DEPARTURE timetables and processes are as follows:

Students who *withdraw, transfer,* or *are academically or otherwise dismissed* are required to vacate their room within 72 hours of completion of their last class or notice of dismissal (unless a recess is scheduled in which case 24 hours is the limit). Where an *appeal* is pending, 24 hours beyond the outcome of the appeal is allowed as long as this period does not exceed one week into the academic term following the dismissal.

Departing students are expected to complete a Residence Hall Room Inventory Sheet and return it and *keys* to the Head Resident, and return *I.D. cards* to the Dean of Student Affairs Office immediately. Any *refund* policy guidelines are published in the Lake Forest College *Bulletin.*

At the end of the academic year, *graduating seniors* may occupy their rooms until 2:00 p.m., Sunday, June 4, 1978. All *other students* are expected to vacate within 24 hours of the last class or exam, and no later than 5:00 p.m., Thursday, June 1, 1978.

Failure to vacate a room within the allotted time period may result in trespass prosecution, or guest charges.

FURNISHINGS & REPLACEMENT COSTS are as follows:

- Bed Frame ($45)
- Carpeting ($120), bolster frames ($50), and bolster drawers ($10) are provided in some residence halls).
- Chair ($34)
- Desk ($119)
- Desk Drawer ($35)
- Door ($60)
- Drapes ($100) are provided in Deerpath, Gregory, Lois, McClure, Nollen and Roberts.
- Drapery Hardware ($20)
- Dresser ($128)
- Dresser Drawer ($50)
- Lamp ($25)
- Locks ($45)
- Mattress ($50)
- Mattress Cover ($3)
- Mattress Pad ($6)
- Mirror ($25)
- Pillow ($3.50)
- Screen ($25)
- Waste Basket ($5)
- Window (large: $40)
- Window (small: $12)
- Window Shade ($6)

Occupants will be charged for missing or damaged items and a $10 or $25 charge may be assessed for a messy room.

GUESTS may share occupant facilities for periods up to 72 hours provided the Head Resident is notified. All guests must have a guest I.D. card (available from the Head Resident) and a designated resident student host. Lack of notice and/or extended occupancy will result in a $10 per day charge to the resident and trespass prosecution of the non-resident.

HOUSEKEEPING services are provided in bathrooms, hallways, and other public areas.

KEYS are available from the Head Resident. A $5 Key deposit is required and will be refunded when Keys are returned.

Lost Key replacement charges are $10 per room Key, $3 per hall Key. To secure a replacement, pay the Business Office and bring the receipt to the Physical Plant Office.

Stolen Keys should be reported to Security and the Physical Plant.

KITCHENETTES are available in all residence halls and the cleanliness of these areas is the responsibility of the user.

LAUNDRY facilities are provided in all residence halls. *Problems* should be reported to the Head Resident, and *refunds* are possible by reporting the machine location and number to the Purchasing Department in the Business Office.

LINEN is not provided by the College. For several years, however, linen service has been offered by Means Linen Service, 3005 Central Avenue, Waukegan, Illinois 60085 (312-623-1050). Any questions or comments should be addressed to the company.

LOUNGES & FURNITURE are located in all residence halls and the cleanliness of these areas is the responsibility of all students. Removal of furniture is prohibited, and replacement or moving charges will be assessed against anyone who removes lounge furnishings.

OPENING OR OCCUPANCY timetables and processes are as follows:

For the *fall term,* new students may move in after 9:00 a.m. on Saturday, September 10, 1977. Other students may move in after 9:00 a.m. on Monday, September 12, 1977.

The residence halls will close for *winter recess* at noon on Sunday, December 11, 1977.

For the *winter term,* new and returning students may move in after 9:00 a.m. on Monday, January 2, 1978. *Mid-winter term* arrivals may occupy rooms after 9:00 a.m. on Saturday, January 28, 1978.

For the *spring term* new students may move in after 9:00 a.m. on Tuesday, February 28, 1978.

All students should note that the residence halls will be open during recess periods with the exception of the winter recess. Also, food services will be available except during the spring recess.

Entering students should *check-in,* receive Keys, and complete a Residence Hall Room Inventory sheet with the Head Resident, and secure an I.D. card at Commons.

Returning students should follow the above steps except that the old I.D. card should simply be validated at the Business Office.

PAINTING & ROOM DECORATION should be guided by common sense. Painting is permitted only with a Residence Hall Room Painting Contract is completed with the Business Office and appropriate steps followed. No other room painting process is permitted. Other decorations are alright as long as they do not constitute any kind of hazard and are removed upon departure with no marks or other damage remaining. Occupants are fully accountable for the condition of their rooms.

PETS are strictly prohibited in residence halls or other public areas. Small animals in cages or bowls (e.g. fish) are permitted if registered with the Head Resident. The occupant is responsible for any eventualities resulting from the presence of a pet. Failure to remove any animal when requested may result in eviction of the resident.

REFRIGERATORS are prohibited if larger than 3 cubic feet.

RIGHTS OF RESIDENTS are as follows:

Residents have the primary right to *study* and to *sleep* in the residence halls. While program interests and social activities are part of the residential experience, the primary function of Lake Forest College is intellectual and personal development and a suitable atmosphere is necessary to this end. *Courtesy* and *cooperation* in response to requests for quiet are expected at all times. As further support for a resident's primary right, College-wide *quiet hours* begin at 11:00 p.m., Sunday through Thursday, and at 1:00 a.m., Friday and Saturday.

Residents are guaranteed *privacy* within the confines of their rooms on campus. Representatives of the College should not enter a student's room except under the following conditions:

1. For the purpose of *inspecting* rooms for general physical conditions and/or damage when written notification has been posted in the residence hall 48 hours in advance of any such action.
2. When the student has specifically requested a *repair.*
3. For the purpose of inspecting rooms for *fire safety.* Disciplinary action against a student on the basis of such entry is limited to violations of fire/safety rules or stolen property.
4. During *vacation periods* if the room is vacant. (If the room is occupied during the vacation period, the usual 48 hour notification applies). Inspections at this time are limited to room condition and fire safety. A minimum number of fire inspections per year are required by law, and the Physical Plant is better prepared to perform these routine inspections during the vacation periods.
5. In *emergency* circumstances where imminent danger to life, health, safety, or property is reasonably feared.
6. When there is *excessive noise* or disturbance which is affecting others.
7. When, under the authority of the Dean of Student Affairs Office, there is evidence that *College regulations* have been violated. Such evidence is to be based upon direct observation of the violation or upon report from an identifiable source.

The right to enter is not synonymous with the right to search. When fire and safety checks are involved, any search shall only be authorized to establish that no violation of fire and safety standards exists.

College owned premises occupied by students and the personal possessions of students shall not be searched except under court authority or by permission of the Dean of Student Affairs Office. To obtain permission

from the Dean of Student Affairs Office, application must be made to the Dean of Student Affairs specifying the reasons for the search and the objects or information sought. The student occupant should be present, if possible, during the search.

If a student believes that entry into or search of his premises violates the regulations established above, he should bring his accusation both to the President of the Student Government and the Chairman of the College Life Committee. They, in turn, shall refer the accusation to a Review Board consisting of three students appointed by the President of the Student Government and two faculty members designated by the Chairman of the College Life Committee. If the accusation is sustained, the student bringing the accusation shall not be charged with having violated College regulations on the basis of evidence gained by means of the unacceptable entry or search.

SHIPPING to the College should be in care of the Physical Plant where shipped items are also to be claimed. Shipping from the College is entirely at the owner's risk. Firms are invited to the campus during the final days of the spring term, but matters pertaining to cost, insurance, delivery times, etc. are between the student and the shipper.

STORAGE on campus is at the owner's risk. The College cannot be responsible for damage to or theft of articles left on campus.

Each residence hall has designated storage space. During the academic year and over the summer students may store up to three trunks, boxes, or the like. Bricks, or bookcases are acceptable provided they are neatly piled in a corner or stacked against a wall.

For your protection, all items should be boxed and labeled. Unidentified materials will be disposed of in order to maintain maximum usable space.

In the spring, items for the following year should be stored in the residence hall to be occupied in the fall.

In addition to residence hall storage space, up to three pieces (to include furniture, carpeting, etc.) will be stored by the College over the summer. The cost of this service which includes pick-up and delivery dates, and other information is available through the Dean of Student Affairs Office following the spring room draw.

Transportation assistance to students who need to move items for storage is only available if authorized drivers can be found, (the work force is very busy at the beginning and end of the academic year), vehicles are available from the Physical Plant Office, and funds to rent vehicles and pay drivers are available.

VENDING MACHINES are placed in residence halls at the initiative of a College-contracted vendor or the Head Resident. If money is lost in a residence hall machine, contact the Head Resident. If money is lost in a College-contracted machine anywhere on campus, contact the Commons central desk.

WATER BEDS are only permitted in Deerpath, Gregory, McClure, Nollen, Roberts, and the annexes of Blackstone and Harlan. Engineering limitations prohibit water beds anywhere else on campus.

A Water Bed Agreement must be filed with the Head Resident, and anyone with a water bed is responsible for any resultant damages including personal liability in case of electrical shock.

Parents of dependent students are to be made aware of the Water Bed agreement by the student with the water bed.

HOUSING OPTIONS AND PROCEDURES

ACCOMMODATIONS for single, double, triple and quad occupancy are available for $750 per person per academic year ($375 per billing period)).

Differential accommodations, available only in Deerpath, Gregory, McClure, Nollen, and Roberts, cost more. A single differential (one person occupying space for two) costs an additional $250 per academic year ($125 per billing period). A triple differential (three persons occupying space for four) costs an additional $125 per person per academic year ($62.50 per billing period). Differential space is allocated at the convenience of the college and may be withdrawn at any time.

FRESHMAN HOUSING is available in Nollen, Gregory, McClure, Harlan, and Lois Hall. Nollen has one wing of men and one of women while the other halls have freshman integrated with non-freshman.

MARRIED STUDENT HOUSING is not available on Campus. Persons interested in married student accommodations should contact the Dean of Student Affairs Office.

OFF-CAMPUS approval will be given to all sophomores, juniors, seniors, and married students who submit an application to the Dean of Student Affairs Office.

Freshman students may obtain an off-campus release if (a) pursuing an educational project (e.g., tutoring in return for room and/or board), or (b) eligible for a work/live-in arrangement with a local family during the release period. The applicant must submit a written statement which describes the terms and conditions of "a" or "b" with the application. The terms and conditions statement must include the signature and address of the person(s) to whom the student is responsible.

Off-Campus applicants may not participate in room draw.
Students who submit an application but are unable to find accommodations should contact the Dean of Student Affairs Office for campus housing.

Students who participate in room draw, but who decide to procure off-campus housing after selecting a room may complete an off-campus housing application upon payment of a $100 penalty fee. (Selecting space in room draw limits the choice of other students and causes the College to rely

on the occupancy commitment). The penalty fee will also be required of students who wish to submit an off-campus application after the room change moratorium. If an application is approved, any room and board refunds will be determined by College Policy as stated in the Lake Forest College *Bulletin.*

Off-campus students are expected to keep the Dean of Student Affairs Office advised of their addresses and telephone numbers at all times. They are also expected to abide by all College rules and regulations.

PURPOSE UNITS are organized groups of students whose members live together in an assigned area of a residence hall for a specific purpose which my be pursued more fully in conjunction with others than individually. Proposals for the following year are invited each spring and guidelines are available from the Dean of Student Affairs Office.

Selection criteria include the rationale for the unit, creativity, potential benefit to the residence in which the unit is housed as well as the general College community. Purpose Units must apply each year and those already in existence will also be evaluated on the basis of past performance.

The approval and location of Purpose Units are determined by the Dean of Student Affairs Office. Approved Purpose Unit members are not eligible to participate in the spring room draw, and the deposit obligation ($100 pre-registration deposit) required of all students who wish to draw housing is also required of purpose unit members.

Every resident student has a right to draw for space anywhere on the campus. Therefore, purpose units must serve significant purposes to warrant the removal of residence space from the general room draw.

Purpose Units are accountable to the Dean of Student Affairs staff for the actions of unit members and involvement in the residence halls. Units are expected to adhere to all College policies, though supervision of more stringent guidleines will be the responsiblility of unit members. Each unit must have an elected (chosen) leader of leaders, and units will be reviewed during the year by the Dean of Student Affairs Office. Purpose units must have not less than ten members.

RESIDENCE HALLS on *South Campus:*

Gregory Hall - all-class, coed hall with three lounges, three kitchenettes, and a ceramics studio.

McClure Hall - all-class, coed hall with four lounges, four kitchenettes, and the Women's Center.

Moore Hall - upperclass, coed-by-floor hall with one lounge and one kitchenette.

Nollen Hall - freshman, single-sex by wing hall with four lounges, four kitchenettes, and a darkroom.

November 8, 1977

To all Members of the Lake Forest College Community:

The following revision of the LFC Judicial System, approved unaimously by the College Council and the President after consultation with the College Life Committee, seeks to accomplish the following purposes:

1. Simplifies procedures where possible, e.g., removes community representatives, provides opportunity for mediation at the C.O.D. level, excludes office of faculty advisor, reduces verbiage of present Handbook to make it comparable to nearly all Handbooks of other colleges consulted.
2. Eases somewhat the President's role by encouraging C.O.D. to refer all but emergency expulsion cases directly to Conduct Board and by giving President explicit delegatory power to give temporary suspension authority to Dean of Student Affairs.
3. Clarifies and integrates relationship of Administrative Warning System and Judicial Warning System.
4. Expresses relationship of Judicial System to educational purpose.
5. Enlarges the area of culpability by including verbal as well as explicit physical acts as punishable offenses.
6. Makes more comparable the sanctions applied to residential and non-residential offenders.
7. Extends the cumulative effect of Administrative Warnings and enlarges their applicability to all-campus infractions.
8. Adds flexibility to major sanctions, i.e. "Social Contract".
9. Takes into account the need for a judicial procedure during the end of fall and spring terms and during summer session.

Please insert the printed revision in the Student Handbook, 1977-78, at page 56.

The revised system will go into effect at the beginning of the Winter Term, January 3, 1978.

SECTION V

JUDICIAL SYSTEM

I Purpose

The status of Lake Forest College as a residential academic community and the student's position as a citizen of that community make necessary certain regulations designed to protect and promote a learning environment, to maintain order and to control behavior that infringes on the rights and freedoms of others. The primary objective of the College is to provide human and physical resources most conducive to the education of its students. A college education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values which encourage mature, responsible behavior. The Judicial System is an integral part of the educational process in two ways: it provides those students who administer it a learning opportunity and it requires of all students behavior consonant with decency, recognition of the rights and property of others and obedience to the laws of the land.

II General Statement

The judicial procedures of Lake Forest College have been established to provide justice in cases of alleged violations of College regulations by students. These procedures invoke the College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state, and federal officials. If alleged acts are violations of both public law and College regulations, this document neither requires nor precludes College jurisdiction.

When a minor violation of College regulations occurs, the student involved shall be issued an administrative warning, subject to validation by the Dean of Student Affairs. When a major violation of College regulations occurs, all members of the College are responsible for reporting the facts to a member of the Committee on Dispositions. That committee shall review the facts and take appropriate action; it may advise the plaintiff that no further action is possible; it may advise the plaintiff to seek the assistance of civil authorities; it may record the conduct as a matter of record; or it may continue the investigation. If the case is found to merit a hearing, the Committee on Dispositions shall notify the Conduct Board. The Conduct Board shall hear the Case and may assign authorized sanctions up to and including suspension and expulsion.

Lake Forest College's judicial authority originates in the Board of Trustees and the President of the College. Changes in this document may be recommended by the College Council to the President of the College.

III Minor violations of College regulations . . . including but not limited to excessive noise, the keeping of pets, and the discharge of fire extinguishers . . . shall be dealt with through the issuance of administrative warnings. A student may be issued an administrative warning by a residence hall staff member, security officer, or Dean of Student Affairs staff member. (A security officer will attempt to inform a residence hall staff member before issuing a warning.) Administrative warnings shall be cumulative over the period of one academic year plus one addional term (at the end of this period all administrative warnings will be removed from the record); three valid warnings may result in further sanctions.

Major violations of college regulations shall be considered by the Committee on Dispositions and the Conduct Board. These regulations include but shall not be limited to:

1. Physical or verbal abuse or intimidation of any person or conduct which threatens the health or safety of any person.
2. Campus disorders . . . participation in actions which disrupt legitimate activities of the College, as well as behavior which interferes with the free speech or the rights of access to College facilities of any member of the College.
3. Theft of, or intentional damage to, property of the College, or of a member of the College.
4. Unauthorized entry to or use of College facilities.
5. Forgery, alteration, or misuse of College documents, records, or identification.
6. Perjury . . . the conscious furnishing of false information to College officials, the Committee on Dispositions or the Conduct Board.
7. Violation of public laws or College regulations pertaining to a) alcohol, narcotics, or illegal drugs, including possession and distribution; b) firearms, incendiaries, explosives, and other dangerous items.
8. Failure to comply with directions of College officials acting appropriately in the performance of their duties, including the refusal to present a College identification card to a College official.

IV THE COMMITTEE ON DISPOSITIONS

The Committee on Dispositions shall be composed of a Dean of Student Affairs staff member chosen by the Dean, who shall serve as chairperson; a member of the Faculty selected by the Faculty Personnel Policies Committee and a student selected by the Executive Committee of the Student Government, both of whom must be approved by the President of the College. The Committee shall be appointed no later than the ninth week of the Spring Term and shall take office at the beginning of the academic year.

A member of the College who has a complaint which could lead to judicial action should bring it immediately to the attention of a member of the Committee on Dispositions. The complaint must be of sufficient specificity to enable the Committee to make an intelligent decision as to the competence of the College to handle the complaint. The person filing the complaint shall be called the plaintiff, and the person cited in the complaint shall be called the respondent.

The Committee shall meet as soon as possible after receiving a complaint, at which time it will decide how the investigation as well as judicial aspects of the case should be handled. The Committee may require any member of the College involved in a violation of College regulations to appear; information given the Committee by such individuals may in turn be requested by the Conduct Board or the President.

The Committee shall advise all parties of their rights and courses of action open to them, including the right to seek assistance from local law enforcement officials. Once the plaintiff reports an alleged offense, he or she shall become a witness to the facts if and when the case is brought to a hearing.

The Committee may act in a mediatory role and, with the plaintiff's consent, may talk separately with the other parties involved, may bring all parties involved together to discuss the matter, or may use any other means of mediation that is appropriate. Some complaints may thus be satisfactorily resolved without subsequent proceedings. If the Committee decides to forward a case to the Conduct Board for a hearing, it shall develop the case so that the Conduct Board can hear and evaluate all relevant testimony. If the Committee decides that there is insufficient evidence to warrant pursuing the case, it shall so inform the plaintiff and the respondent. In such cases the Committee may choose to record in the respondent's file the conduct in question. Such record will be removed upon graduation.

The chairperson, after consulting with other members of the Committee, shall submit in the spring to the College Life Committee, the College Council, and *The Stentor* a report of the Committee's activities during the academic year, including recommendations for the future.

IV THE CONDUCT BOARD

The Conduct Board shall be composed of five students and two faculty members. The students shall be nominated by the Executive Committee of the Student Government. Before the names are submitted to the President of the College for final approval, they shall be posted for one week during which students shall be urged to examine the list and make any objections known to the Executive Committee. The faculty members shall be selected by the Faculty Personnel Policies Committee and their names submitted to the President for final approval. One student alternate and one faculty alternate shall be selected in the same manner. The Executive Committee and the Faculty Personnel Policies Committee shall take into account in the appointments the need for broad representation of the various groups within the student body. The appointments shall be made no later than the ninth week of the Spring Term, with the new Conduct Board members taking office at the beginning of the next academic year. (After the appointments are made the chairperson may, under pressing circumstances, call upon new members as substitutes.) The chairperson of the Conduct Board shall be a student elected by the five students, two faculty members, and two alternates.

A quorum shall be constituted by six members. The faculty alternate and the student alternate may attend meetings of the Conduct Board even though they may not be serving actively. A member of the Dean of Student Affairs staff shall also attend meetings as an observer, and may participate in cases. A member of the Conduct Board may petition the chairperson to be disqualified from a meeting on grounds of possible prejudice.

After consulting with the Conduct Board, the chairperson shall submit in the spring, to the College Life Committee, the College Council, and *The Stentor* a report of the Board's activities during the academic year, including a summary of violations and sanctions assigned, and recommendations for the future.

The validity and disposition of complaints arising during the last week of classes (or later during the spring term) or during the summer session shall be determined by the Dean of Student Affairs or his/her appointed alternate. The student charged may

request a hearing by a special committee appointed by the President consisting of three students, two faculty members and a representative of the office of the Dean of Student Affairs. The special committee shall elect a chairperson and shall follow the judicial procedures outlined in the Student Handbook (Section II).

V THE HEARING

Hearings shall be relatively informal and procedures shall be flexible. Before a hearing, the chairperson of the Conduct Board shall recommend procedural guidelines which must not contradict this document. A majority of members present shall be required to adopt such guidelines or to overrule the chairperson.

The hearing is closed to all except those conducting it . . . the alternates, the Committee on Dispositions, the plaintiff, the respondent, the respondent's counsel, and a member of the Dean of Student Affairs staff. A tape shall be made of the hearing which shall be kept nine months.

The chairperson of the Conduct Board shall have the power to summon the presence of any member of the College, as well as any other person. Upon reasonable notice to the chairperson, the respondent or the Committee on Dispositions may call upon the subpoena power of the Conduct Board to call witnesses and order the production of pertinent documents. If a student does not appear when subpoenaed, the Conduct Board may impose a sanction up to and including a judicial citation. For faculty members and administrators who do not appear, sanctions up to letters of censure may be recommended. All witnesses before the Conduct Board may be questioned by the Committee on Dispositions, the respondent and/or the respondent's counsel, and members of the Board.

The respondent shall have the right to:

1. Obtain assistance from the Committee on Dispositions in cases where the plaintiff is advised to consult local officials.
2. See a written charge against him/her prior to the hearing and written notice of the time and place of the hearing.
3. Request revision or review of the procedures to the Conduct Board concerning any aspect of the case with which he/she is dissatisfied.
4. Refrain from self-incrimination.
5. Testify and present evidence; present a reasonable number of witnesses in his/her behalf; and have an opportunity to question adverse witnesses. In no case shall the Conduct Board consider statements against the respondent unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
6. Have one counsel, who must be a member of the College, present at the hearing at all times while the respondent is before the Conduct Board. The respondent should inform the chairperson of the Board of plans to have a counsel present.
7. Request the Conduct Board to conduct an open hearing, subject to the right of witnesses to closed testimony.
8. Tape his/her own hearing in addition to the official tape.

If the respondent enters a plea of not guilty, the Committee on Dispositions shall present evidence regarding the charge. Upon the conclusion of this presentation, the respondent or the respondent's counsel may speak and request that additional evidence for the defense be introduced by the Committee on Dispositions, or they may themselves introduce evidence. Formal rules of evidence shall not apply; however, evidence must conform to basic standards of fairness. Admissible evidence shall be limited to facts pertinent to the charge; applicability of regulations on which the charge is based to the facts of the case; and circumstances which might affect the severity of any sanction assigned. The Conduct Board may recess at any time upon the order of the chairperson to provide for the gathering of additional evidence.

All matters upon which a decision may be based shall be introduced into evidence in the presence of the respondent at the proceedings before the Conduct Board. A respondent's previous conduct record shall not be made available to the Board until after the decision to guilt has been made, and may be used only in the assignment of a sanction.

At least four members of the Conduct Board must vote to convict for a respondent to be found guilty; the chairperson shall vote only in case of a tie. Sufficient evidence to demonstrate an infraction to a reasonable person shall be the standard of proof for determining guilt. The burden of proof rests with the party bringing the case.

VII SANCTIONS

In the assignment of judicial sanctions, the Conduct Board shall consider the nature of the violation, the respondent's previous conduct, and the circumstances under which the violation was committed. Furthermore, the Conduct Board shall consider restitution an integral part of any decision on sanctions.

Administrative Warning Sanctions. Whenever possible, an administrative warning shall be given in person at the time of the incident; however, under unusual circumstances it may be delivered to a student through the campus mail. Reception of an administrative warning shall require the student to report to the Dean of Student Affairs the next working day, at which time the Dean shall review the incident and decide whether the warning is valid. In reaching a decision, the Dean may consult the warning official, the Student, and others in an informal manner. If the student does not report to the Dean, the warning may be automatically validated.

Upon validation of the first warning, notification shall be given to the student, the warning official, the student's academic adviser, and the Security Office; a record shall also be placed in the student's personal file. In addition, upon validation of the second warning, the Dean of Student Affairs shall notify the student's parents or legal guardian. In addition, upon validation of the third warning, the student shall be evicted from the College residence halls for at least the remainder of that academic term. The Conduct Board shall decide whether the eviction is to be extended for a maximum of two additional terms. Residential students (in addition to eviction) and non-residential students will be subject to the assignment of a social contract, a judicial citation or severe citation. No refund shall be given the student for a paid housing fee.

Within 24 hours after the validation of the third warning by the Dean of Student Affairs, the student may submit a written appeal of any or all warnings to the Conduct Board. The Conduct Board shall hear the appeal only if sufficient evidence of real injustice exists; otherwise, the warning shall remain on record.

Major Sanctions.

1. *Social Contract,* a flexible sanction determined by the Conduct Board and agreed to by the respondent and the Conduct Board appropriate to the violation, which shall generally involve service to the College or to the Community or may involve restitution. A member of the Conduct Board, selected by the chairperson, shall be responsible for supervising the respondent in order to assure that the terms of the contract are met. A Judicial Citation shall automatically be assigned if the contractual terms are not met.

2. *Judicial Citation,* which causes the respondent to be reprimanded for his or her conduct and to be warned that if he/she is ever (or for a specified period of time) convicted of violating a College regulation again, suspension shall be automatic as the least possible penalty. The Conduct Board shall state the suspension period applicable to the second violation.

3. *Severe Citation,* which, in addition to the provisions of the Judicial Citation, excludes a student from eligibility for extracurricular activities and from representing the College in official positions off campus. The Conduct Board shall state the period of time for ineligibility.

4. *Suspension and Expulsion,* the former ranging in length from at least one academic term to two academic years. Both these sanctions shall be recommendations to the President of the College, who alone has the power to suspend or expel a student. Students who face the assignment of a judicial sanction and who are on leaves of absence may lose their privilege to return to the College by action of the Conduct Board; this sanction shall be considered equivalent to expulsion of a student enrolled in the College. The respondent may appeal to the President the sanctions determined by the Conduct Board.

With all sanctions, the president of the College retains the power of executive privilege and authority, the powers of suspension and expulsion. He may delegate to the Dean of Student Affairs the power of temporary suspension pending final action by civil or College officials if the alleged violation is a potential threat to the safety or well-being of the College or the Community.

10/25/77

November 8, 1977

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The following revision of the LFC Judicial System, approved unaimously by the College Council and the President after consultation with the College Life Committee, seeks to accomplish the following purposes:

1. Simplifies procedures where possible, e.g., removes community representatives, provides opportunity for mediation at the C.O.D. level, excludes office of faculty advisor, reduces verbiage of present Handbook to make it comparable to nearly all Handbooks of other colleges consulted.
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6. Makes more comparable the sanctions applied to residential and non-residential offenders.
7. Extends the cumulative effect of Administrative Warnings and enlarges their applicability to all-campus infractions.
8. Adds flexibility to major sanctions, i.e. "Social Contract".
9. Takes into account the need for a judicial procedure during the end of fall and spring terms and during summer session.

Please insert the printed revision in the Student Handbook, 1977-78, at page 56.

The revised system will go into effect at the beginning of the Winter Term, January 3, 1978.

Roberts Hall - upperclass, coed hall with three lounges, four kitchenettes, and the House of Soul purpose unit.

ON *Middle Campus:*

Blackstone Hall - all class, coed hall with one lounge, one kitchenette, a seminar room, and extended (7 p.m. to 7 a.m.) quiet hours.

Harlan Hall - all-class, coed hall with one lounge and one kitchenette.

ON *North Campus:*

Bradley Lodge - upperclass, all-male cottage with two lounges, a kitchenette, and the PhiPi Epsilon purpose unit.

Deerpath Hall - upperclass, coed hall with two lounges, a kitchenette, the Outing Club equipment room, and the Student Activities Community Purpose Unit.

Lois Hall - all-class, all-female hall with two lounges, and one kitchenette.

ROOM CHANGES following the spring lottery may be applied for after the second week of classes in the fall term. A two-week moratorium on room changes will also be in effect at the start of the winter and spring terms. Room changes may only be made through the Dean of Student Affairs Office. Room-rate-charge adjustments will be made on a weekly basis. When a change is approved, the move must take place within 72 hours. Applications are available at the Dean of Student Affairs Office and will be processed once each week.

ROOM DRAW is the annual spring event during which students who have established a $100 deposit may draw rooms for the following academic year.

Every student who plans to live on campus and who is not an H.R., R.A., or member of a Purpose Unit may take part in the draw.

The draw is done by class with all seniors drawing before juniors, etc.

SUMMER HOUSING is available only for the following students:

1. Those attending summer school at LFC
2. Those approved by the Financial Aid Office for jobs on campus.
3. Those needed by faculty for special projects (letter of request should accompany application.)
4. Foreign or non-resident U.S. students who have received permission from the Dean of Student Affairs.

Appropriate students should apply for summer housing, at the Dean of Student Affairs Office no later than May 22, 1978.

WINTER RECESS HOUSING (December 11, 1977 to January 2, 1978) is available only for the following students:

1. Those whose parents reside outside of the United States.
2. Those working for the College who are needed during the recess.
3. Those listed by the College as independent students and on Financial Aid.

Appropriate students should apply for recess housing at the Dean of Student Affairs Office no later than November 23, 1977.

SOCIAL AND SAFETY RESPONSIBILITY

DAMAGE charges to cover extraordinary maintenance or repairs are assessed against individuals or groups of individuals as follows:

1. When the individual responsible is identified, that individual is charged.
2. When the responsible individual cannot be identified, the Head Resident will charge those persons living or present in the area.
3. Whenever damage occurs, the Head Resident is responsible for determining who should be assessed and communicating this information to the Physical Plant.
4. The Physical Plant Office determines the cost of the assesment and forwards the name and amount-to-be-charged to the Business Office.
5. A copy of the charge is also sent to the individual being charged.

FIRE ALARMS are serious! Twice each year the Head Resident of each hall must conduct a fire drill.

Whenever the alarm sounds, please do the following:

1. Close windows
2. Open drapes and/or shades
3. Turn on lights
4. Close, but do not lock doors
5. Exit quietly and move away from the building

It is also suggested that you take the following articles:

1. Coat (particularly in inclement weather)
2. Shoes (appropriate for fire escapes and the elements)
3. WET towel (to be used over head and face in the event of smoke or flames)

DO NOT RETURN to the building until the all-clear alarm is sounded.

FALSE ALARMS, or TAMPERING with fire safety equipment violates Illinois laws and will be severely dealt with by the Conduct Board or civil authorities.

FIRE ESCAPES and FIRE DOORS are are to be used only when the alarm sounds. Use of fire excapes or fire doors is strictly prohibited at all other times.

TO REPORT A FIRE CALL THE LAKE FOREST FIRE DEPARTMENT (234-2121) AND THEN CALL CAMPUS SECURITY (234-3100, ext. 555).

HALL COUNCILS are encouraged in each residence hall to assist the residence staff in developing a positive environment. Head Residents are responsible for establishing and advising hall councils.

MAINTENANCE of residence halls is the responsibility of the Residence and Physical Plant staffs. Problems should be reported to the Residence Staff who will contact the Physical Plant. The Physical Plant office will only accept Work/Repair Requests from the Residence Staff.

OUTDOOR FUNCTIONS are prohibited unless approved by the Director of Campus Activities and Dean of Student Affairs Office. The rights of non-College residents are to be respected at all times and infringement of the academic pursuits of others is to be avoided.

PARTIES are to be approved as follows:

1. A residence hall party must be registered with the Head Resident, the Dean of Student Affairs Office, and Campus Security.
2. A campus party must be registered with the Director of Campus Activities, the Dean of Student Affairs Office, and Campus Security.
3. Approval must be secured at least three working days prior to the event.
4. Illinois law governs the use of alcohol on campus and the sale of alcohol at a party is prohibited.

PENALTIES for violation of any residential conditions or College regulations will include administrative warnings, judicial board action, civil, or criminal action depending on the act.

College policies and regulations as published in the Lake Forest College *Bulletin,* Student Handbook,"Campus Capsule," and *Stentor* are binding on all Lake Forest College students.

SECTION V

JUDICIAL SYSTEM

The Judicial System is currently being reviewed and may be revised within this academic year.

FOREWORD

The purpose of this constitution is to establish a judicial system appropriate for the Lake Forest College Community, for handling infraction of college regulations in as simple a way as seems consistent with the rights of all parties.

A brief overview of the judicial system follows. When a violation of college regulations is noted, all members of the college community are responsible for reporting the facts to a member of the Committee on Dispositions. That committee will review the known facts and decide on appropriate action. It may advise the complainant that no further action is possible; it may advise him or her to seek the assistance of the civil authorities; it may record the conduct as a matter or record and informally warn the student; it may refer the case to the President of the College; or it may continue the investigation. If the case is found to merit a hearing, the Committee on Dispositions will notify the Conduct Board. The Conduct Board, composed of five students and two faculty members, is designed to hear the cases. The Conduct Board may assign any authorized penalty including expulsion and suspension. The procedures of the Conduct Board are flexible and can be adapted to different situations.

Because of the seriousness of expulsion and suspension, these decisions are recommendations to the President of the College. The President retains each and every privilege of executive authority, including the power to suspend temporarily a student from the college pending a final determination of a case by college or civil authorities when he believes that the presence of that student on the campus constitutes a threat to the safety and/or well being of the college community or any of its members.

Constitution of Judicial Procedures

I. PREAMBLE

This judicial constitution is established to provide just procedures in cases of alleged violations of college regulations by Lake Forest College students. These procedures implement Lake Forest College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state and federal authorities. If alleged acts are violations of both public law and college regulation, this constitution neither requires nor precludes college jurisdiction.

Lake Forest College's judicial authority, originating in the Trustees and the President of the College, has been delegated to the College Life Committee. This Constitution derives its authority from the President of the College and changes in the Constitution must be approved by the College Life Committee, the College Council, and the President of the College.

II. STRUCTURE OF JUDICIAL GROUPS

The judicial procedures described in this constitution depend upon the operations of two different groups:

A. **The Committee on Dispositions, composed of the Dean of Student Affairs as chairman, a faculty member selected by the Faculty Personnel Policies Committee and approved by the President of the College, and a student selected by the executive committee of student government and approved by the President of the College.**

B. **The Conduct Board, composed of five students, and two faculty members. The students shall be nominated by the executive committee of student government. Before the names are submitted to the President of the College for final approval, they should be posted for one week during which students will be urged to examine the list and make any objections known to the executive committee. The faculty members shall be selected by the Faculty Personnel Policies Committee and their names submitted to the President for final approval. One student alternate and one faculty alternate shall be selected in the same manner. The entire board (including alternates) shall elect a student chairman.**

III. JURISDICTION

The College Life Committee's action establishing judicial procedures with jurisdiction over certain actions of Lake Forest student rests on the committee's concern with the quality of life at Lake Forest and its belief that activities outside the classroom directly affect the intellectual tone of the campus and the students' capabilities for learning. The educational goals of the college can be met only when the intellectual growth of students is accompanied by maturity and responsibility. Each student, in fact, shares the responsibility for the development and maintenance of standards which contribute to the welfare of the entire Lake Forest College community.

A. **Subject Matter Jurisdiction:**

Original jurisdiction over all individual or group violation of college regulations approved by the College Life Committee, which govern the behavior of students. These regulations are listed below:

1. Violence: Physical abuse of any person, or conduct which threatens or endangers the health or safety of any person, will be cause for immediate suspension from the college.

2. Campus Disorders: Participation in actions which disrupt the legitimate activities of the campus will be cause for immediate suspension form the College; such actions include the obstruction or disruption of teaching, research, administration, judicial procedures, as well as behavior which interferes in any way with the free speech of any person or the rights of access to college facilities for any member of the college community.

3. Theft of or intentional damage to property of the College, or any member of the community. (Accidental damage cases will be handled administratively.)

4. Unauthorized entry to or use of College facilities.

5. Forgery, alteration, or misuse of College documents, records or identification.

6. Knowingly furnishing false information to College officials.

7. Violation of College regulations pertaining to alcohol, narcotics or (illegal) drugs; possession, distribution.

8. Violation of laws or College regulations pertaining to firearms, incendiaries, explosives, or other dangerous items.

9. Failure to comply with direction of College officials acting appropriately in the performance of their duties; refusal to present a college identification card to any official of the College.

10. Perjury. Perjury is defined as false witness before the Conduct Board. By action of the faculty, cases of academic dishonesty are under the jurisdiction of the Academic Appeals Board.

B. Student on Leaves:

Lake Forest students on leaves of absences may lose their rights to return to the the college by action of the Conduct Board (upon recommendation to the President) after a hearing concerning an alleged violation of a college regulation. In such a case, this sanction is to be considered equivalent to expulsion of a student enrolled in the college.

C. Deferral of Cases:

The Conduct Board shall decide whether any case arising during the last week of classes or later in any semester or during the summer sessions can be handled promptly by regular judicial procedures or can be fairly deferred until the next semester. If the Conduct Board declines or is unable to hear the case because of the above difficulties the case shall immediately come under the jurisdiction of the College Council. That group shall act to establish a hearing board or shall conduct its own hearing under procedures which provide the student the same afforded by Conduct Board procedures.

D. Ambiguities:

Ambiguities in this constitution shall be interpreted and resolved by the Dean of Student Affairs. The Conduct Board is then authorized to operate on the basis of that interpretation. The Dean must submit all interpretations to the next meeting of the College Life Committee and the College Council for confirmation. These groups, with the President of the College, are also authorized to clarify the ambiguity by amendment.

E. The President's Jurisdiction:

Penalties of suspension and expulsion are recommendation to the President of the College who alone has the power to suspend or expel a student. In all penalties the President retains the dircretion of executive privilege including the power to pardon and grant clemency.

The President retains each and every privilege of executive authority including the power to suspend temporarily a student from the college pending action of civil or college authorities if his or her behavior or the behavior he or she is accused of indicates a threat to the safety and well-being of the college community or any member of the community.

IV. COMPLAINTS

Any person (or persons) who has a complaint which might lead to judicial action should bring it immediately to the attention of a member of the Committee on Dispositions. It is the function of this committee to decide how the investigative as well as judicial aspects of the complaint should be handled.

The complaint must be of sufficient specificity that the Committee on Dispositions can make an intelligent decision as to the competence of the

school to handle the situation. The committee may decline to act until the specificity is provided.

The person cited in the complaint shall be called the respondent.

V. COMMITTEE ON DISPOSITIONS

The purpose of the Committee on Disposition is to hear complaints as soon as possible and to decide upon subsequent action. The committee will meet at least once a week, at which time they will consider all of the cases brought to the attention of any of them. The committee may also require any of the college personnel involved in discipline violations of the college's regulation. These persons involved include but are not limited to: The Deans, Head Residents and Resident Assistants, as well as the judicial groups from the various living and purpose unity. This information may in turn be requested from the Committee on Dispostions by the Conduct Board or the President.

Once a member of the community reports a set of facts to the Committee on Dispositions, it is the responsibility of that committee to advise all parties of their rights and courses of actions open to them. Any student will be advised of his or her right to seek the assistance of the local police. If the complainant does enlist the aid of the local authorities, the Committee on Dispostions will also seek to aid the respondent to insure that his or her rights are also protected. Once the complainant reports an alleged offense, he or she then becomes a witness to the facts when the case is brought to a hearing.

Persons may be invited to this committee's meetings at the discretion of the Dean as long as the principle of speed in dealing with the cases is preserved.

The Committee on Dispositions may appoint a Community Representative for each case likely to be heard by the Conduct Board. If the Committee on Dispositions decides that there is not potential witness or sufficient evidence to warrant pursuing the case thay shall inform the complainant. Also, the Committee on Dispositions may refer a case to the President for administrative action, and it may record the conduct as a matter of record and informally warn the student. At its discretion, the Committee on Dispositions may also bring cases itself and serve as the Community Representative.

The Committee on Dispositions may replace a Community Representative who withdraws from an investigation or who believes the case is not worth investigating, when that belief if contrary to the belief of the committee.

VI. THE CONDUCT BOARD

The student members of the Conduct Board and an alternate are nominated by the Executive Committee of Student Government; the faculty members and an alternate are nominated by the Executive Committee of Student Government; the faculty members and an alternate are nominated by the Faculty Personnel Policies Committee. All appointments are subject to the approval of the President of the College.

The chairman of the Conduct Board shall be a student elected by the five students, two faculty members, and two alternates.

A quorum is constituted by six members. The faculty alternate and the student alternate may attend meetings of the Conduct Board, but they may not vote or participate in the case unless they are serving to replace a regular member. A member of the office of the Dean of Student Affairs shall also attend meetings as an observer and may participate in the case.

At least four members of the Conduct Board must vote to convict for a student to be found guilty. All other decisions are by majority vote.

A member may petition the Chairman of the Conduct Board (or the Advisor if the Chairman is the member involved) to be disqualified on grounds of possible prejudice. The Chairman (or the Advisor) then rules on the request.

The board shall consider whether the complaint refers to regulation and persons over which the Conduct Board has jurisdiction. It shall decide if the alleged facts warrant further investigation.

The standard of proof for a finding of guilt must be reasonable doubt. The members of the board must be convinced of the guilt of the respondent beyond a reasonable doubt. There can be no case unless there is a witness who will appear before the Conduct Board.

Penalties are assessed by the Conduct Board for violations of college regulations. A civil suit by one individual against another must be taken to the civil authorities.

THE COMMUNITY REPRESENTATIVE

For each case the Committee on Dispositions may select a Community Representative or serve in that capacity itself. Usually, one of the faculty members of the College will be asked to fill this role. The Community Representative's responsibility is to present the facts which surround the charges against the respondent. The Community Representative or the Committee on Dispositions is to study each case carefully in advance of

the hearing, conducting an investigation during which he or she shall attempt to elicit all of the facts of the case from all sources. The Community Representative or the Committee on Dispositions shall seek to obtain all available evidence whether it tends to show guilt or innocence and shall present it in a conscientious and fair manner. He or she should attempt to develop the hearing so that the Conduct Board can hear and evaluate all of the relevant testimony. If a Community Representative finds no basis for determining the complaint, he or she shall so inform the Committee on Dispositions.

The maximum penalties available to the Conduct Board are those of expulsion and suspension.

VII. THE HEARING

The chairman shall recommend procedural guidelines before a hearing, subject to a majority vote of the Conduct Board.

The respondent is entitled to one preemptory challenge. In cases where there are more than one respondent there can be only one preemptory challenge. An alternate will replace any Conduct Board member so removed.

The Conduct Board Advisor

The Conduct Board shall have an advisor, this person being a faculty member selected by the Faculty Personnel Policies Committee and approved by the President of the College to serve a one year term. Any member of the Conduct Board may seek the counsel of the advisor.

The hearing is closed to all except those conducting it, the alternates, the respondent, the advisor, Community Representative, or the Committee on Dispositions, and respondents, counsel. A member of the office of the Dean of Student Affairs shall attend meetings as an observer. The hearing is informal and procedures are flexible. A tape must be made during the hearing, which will be kept nine months after the final appeal. Respondents have the right to make a tape of their own trials in addition to the official tape which is made. The respondent shall be informed in advance in writing, of the charge which is being considered. He or she need not admit guilt nor incriminate himself or herself.

Counsel for Respondent

Each respondent has a right to have one counsel present at the hearing. The counsel must be a member of Lake Forest College, either a currently-enrolled student or a member of the faculty or administration. The respondent should inform the chairman or Community

Representative of his or her intention to have an advisor present. Counsel may ask questions and be heard on behalf of the respondent.

Subpoena Power

The chairman of the Conduct Board shall have the power to summon the presence of Administration, Staff, Faculty, and students of Lake Forest College. He or she may request the attendance of other persons. Upon reasonable notice to the chairman, the respondent and the Committee on Dispositions may call upon the subpoena power of the Conduct Board to call witnesses and order the production of documents.

If a student does not appear when given a summons, the Conduct Board may impose a sanction up to and including probation. For faculty members and administrators who do not appear, action up to letters of censure may be recommended.

Presentation of Evidence

If the respondent enters a plea of not guilty, the Community Representative or the Committee on Dispositions shall present the relevant evidence surrounding the charge. On the conclusion of the presentation by the Community Representative or the Committee on Dispositions, the respondent or his or her advisor may speak in his or her behalf and request that additional evidence in his or her defense be introduced by the Community Representative or the Committee on Dispositons, or they may themselves introduce evidence.

Formal rules of evidence shall not be applicable, but evidence must conform to basic standard of fairness. The chairman, after objection on his or her own motion, shall exclude evidence which does not meet such standards. The chairman shall rule on the admissibility of evidence which should be limited to:

a. Facts pertinent to the charge.

b. Applicability of regulation on which charge is based to the facts of the case.

c. Circumstances or attitudes which might affect the severity of any penalty imposed.

Witnesses

All witnesses before the Conduct Board may be questioned by the Community Representative or the Committee on Dispositons, the respondent and his or her counsel, and members of the Conduct Board.

The Conduct Board may recess at any time upon the order of the chairman to provide for gathering additional evidence.

Basis of Conduct Board Decision

All matters upon which the decision may be based must be introduced into evidence in the presence of the respondent at the proceedings before the Conduct Board. The decision as to guilt should be based solely upon such matter. A respondent's previous conduct record shall not be made available to the Conduct Board by the chairman until after the decision as to guilt has been made. This record may be used only in assigning a penalty.

Restitution

It is expected that the Conduct Board will consider Restitution an integral part of any decision penalty when the damage is repairable, or replaceable, or where compensation is possible and appropriate.

Penalties

In assigning penalties, The Conduct Board shall consider the kind of violation, the respondent's previous conduct and the circumstances under which the offense was committed.

The penalties available to the Conduct Board are:

EXPULSION: (recommendation to the President)

SUSPENSION: ranging in length from at least one academic term to two academic years. (recommendation to the President)

SEVERE WARNING: This penalty states that the student is reprimanded for his or her violation and is warned that if he or she is ever (or for a specified period of time) convicted of violating a college regulation again suspension will be automatic as the least possible penalty. The Conduct Board may decide if it wishes to state the suspension period applicable to the second offense.

JUDICIAL WARNING: This penalty carries with it the same provisions as the severe warning system but does not include exclusion from participation in extra-curricular activities.

FINES: The fine is a punitive charge imposed by the Conduct Board. Fines may be assessed up to a maximum of $50.00 payable to the college's general operating budget.

Whether the student will pay the stated punitive amount or a lesser sum which he or she can afford will be worked out by the office of the Dean of Student Affairs.

Report of Case

The chairman shall inform the respondent of the results of the hearing. He or she shall also prepare a summary in the Conduct Board record book with a copy to the Dean of Student Affairs. This report should include, not only the verdict, but the elements on which the decision is based. The President may at any time request a report of any case referred to the Conduct Board.

VIII. GENERAL OPERATING PROCEDURES OF THE CONDUCT BOARD

A. Change in Procedure of Conduct Board

A majority of those present at a meeting of the entire Conduct Board is required to adopt general procedures or to overrule the chairman. Such procedures may not be contradictory to this Constitution.

B. Selection of members to the Conduct Board

The Executive Committee of Student Government and the Faculty Personnel Policies Committee shall take into account in the appointments the need to appoint a group providing broad representation of the various groups within the student body. This representation includes substantial participation by minorities who may suffer injustice at the hands of an unsympathetic or hostile or indifferent majority.

C. Term of Office

Normally, the new Conduct Board will take office in the fall following their appointment in the 9th week of the spring semester. After the new appointments are made, the chairman of the Conduct Board, under pressing circumstances, may call upon new members as substitutes.

Discussion of the Cases

A non-member requesting information regarding a Conduct Board hearing shall be informed by the chairman of the type of cases considered and the penalties given. However, at no time should the chairman or any member of the Conduct Board reveal the names of the respondents or other evidence and facts which might serve to identify the respo

Conduct Board members shall at no time discuss cases outside the Conduct Board hearing.

The respondent, complainant and witnesses are under the same obligation as the members of the Conduct Board to refrain from discussion of case with persons other than members of the Conduct Board.

If it is discovered that either the respondent or the complainant has acted irresponsibly in discussing the case with persons not directly involved, it shall not affect the conduct of the hearing. But that person shall be subject to the sanctions of the Conduct Board at another hearing.

Report to the College Life Committee

After consultation with the Conduct Board, the chairman shall submit to the College Life Committee and College Council, in the spring, an annual report of the judiciary's activities, including a summary of the violations and penalties assigned during the year and recommendations.

The chairman shall also submit this information to the College newspaper.

SUMMARY OF RIGHTS OF THE RESPONDENT

1. Right to obtain advice and limited aid from the Committee on Disposition in cases where Complainant is advised to seek assistance from the local police.

2. Right to see a written charge against him or her prior to the hearing.

3. Right to present motions requesting prevention, revision or review of procedure to the Conduct Board concerning any aspect of the case the respondent is dissatisfied with.

4. Right to testify and present evidence, and to present a reasonable number of witnesses in his behalf. He or she may refrain from self-incrimination; he or she shall have an opportunity to hear and question adverse witnesses and may demand the appearance of the person reporting the violation. In no case shall the Conduct Board consider statements against him or her unless he or she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

5. Right to request the Conduct Board to conduct open hearing (subject to the rights of witnesses to closed testimony).

6. Right to an advisor to be present at all times the respondent is before the Conduct Board.

7. All matters upon which the decision may be based must be introduced into evidence in the presence of the respondent at the proceedings before the Conduct Board. The decision as to guilt should be based solely upon such matter. A respondent's previous conduct record shall not be made available to the Conduct Board until after the decision as to guilt has been made. This record may be used only in assigning a penalty.

8. Right to tape their own trials in addition to the official tape which is made.

ADMINISTRATIVE WARNING SYSTEM

With the approval of the College Council and the summer College Life Committee, the administration has instituted the following warning system to deal with cases of noise and vandalism anywhere on campus. Our purpose is to protect the majority from the misbehavior of a few other students.

1. A warning may be given by a Head Resident, R.A. or security officer and officer of the College. A security officer should make every attempt to locate the Head Resident or an R.A. before giving the warning.
2. A warning is given in cases of noise and/or vandalism.
3. Warnings are cumulative over the period of one academic year.
4. Procedures after each warning are as follows:

FIRST WARNING: Written notification of warning is given at the time of the incident. The "warnee" is told that he or she must report to the Dean of Student Affairs Office the next working day. The Dean then reviews the warning to determine whether or not it is valid. He may consult the warning officer, the warnee, etc., in an informal manner. If he finds the warning to be valid, it is recorded with copies sent to all appropriate parties, including the warnee's academic advisor. Should a student contest the validity of a warning, that plus any supportive evidence he has should also be part of the record.

SECOND WARNING: Same as above, but a letter is also sent to the warnee's parents, after the warnee has been notified of the Dean's intention to send such a letter.

THIRD WARNING: After following all the above procedures, the warnee is then suspended from the campus housing system for the remainder of that academic term and for the next two subsequent terms, not including the summer term. No refund will be given for the paid housing fee.

Students who are already living off campus at the time of the receipt of their third warning will be fined by the Dean's office.

5. Appeals Procedures: After the third warning has been validated by the Dean, the student may submit an appeal to the Conduct Board. This appeal must be submitted in writing within 24 hours after the warning has been recorded. The College Life Committee must then meet within two working days to decide whether or not they will hear the appeal. The CLC shall decide to hear the appeal only if there is prima facie evidence of real injustice. If the CLC decides not to hear the appeal, the warning remains on record. After hearing the appeal, the CLC's decision will be voiced in the form of a recommendation to the President.

"Students who are placed on academic probation or who receive a severe warning, or three valid administrative warnings are ineligible for participation on any inter-collegiate teams or in any office specifically included in the college in governance system. Nor may such students represent the college in off-campus official positions. The restrictions apply for the term of probation or of the severe warning, or the calendar term of the third administrative warning and the following term."

"Students who receive a severe warning are ineligible for participation on inter-collegiate teams or for any office in the college governance system. Nor may such students represent the college off campus in offical positions. The restrictions apply for the term of the severe warning."

Cases of a third administrative warning should be referred to the Committee on Dispositions which can recommend that the case be sent to the Conduct Board for further action, beyond the penalties automatically provided."

"Any student on academic probation is required to consult with his or her faculty advisor and the Dean of the Faculty to determine whether or not participation in extra-curricular activities is advisable."

SECTION VI

LAKE FOREST COLLEGE GOVERNANCE

INTRODUCTION

The Lake Forest College Governance plan was originally established in 1973 with five objectives:

1. To provide formal ways in which student and faculty voices can be expressed and heard in matters relating to the governance of the College.
2. To make the process of governance visible to all and to establish channels for substantive communications at all levels.
3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and administration.
4. To develop a form of governance that will not encroach on the primary functions of faculty, students, and administrators.
5. To establish clarity of authority, responsibility, jurisdiction and their accountability.

The following represents the Governance plan as of August, 1977.

ARTICLE I
College Policies and Personnel

A. COLLEGE COUNCIL

1. Duties:
   a. Advises the President.
   b. Considers problems and concerns brought to the Committee by any member of the faculty, student body, or administration who submits a written request to the office of the President. The Council may place the item on its own agenda if a substantial minority of the Council so decides, or it can refer the matter to an appropriate organ of College Governance with the request to keep the Council informed of its disposition of the matter. If there are recommendations on matters of academic policy, faculty personnel policies, or student life, these recommendations must be referred to the appropriate committee for further study, reports or recommendations.
   c. Advises the President on budget priorities for the College.
   d. Supervises and promotes the effective operation of all organs of College Governance and acts as court of appeals in cases in which a substantial number of people maintain that an organ of College Governance (including student government) has exceeded, violated, or not fulfilled its constitutional role.

e. Acts on Amendents (Article VIII, Part B) and forwards same to the Office of the President.

2. Composition:
   a. Four faculty members, three to be nominated by the academic divisions in rotation to serve staggered three-year terms, one to be nominated and elected by the faculty at large to a one-year term.
   b. The President of Student Government.
   c. Three students to be elected by the student body at large (see Article VI.A.2. for nomination procedures).
   d. The President who serves as Chairperson, or the President's designees when the President is unavailable.
   e. The Dean of Student Affairs.
3. Procedures:

   The Council will not ordinarily meet in the President's absence, but in case of emergency it can be called into session by the officer designated as Acting President in the President's absence, who will then serve as Acting Chairperson.

B. FACULTY PERSONNEL POLICIES COMMITTEE

1. Duties:
   a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
   b. Through its Promotion and Tenure Sub-Committee advises the President on specific cases of promotion and tenure.
   c. Advises the President on faculty appointments.
   d. Meets with the three student representatives to the Academic Policies Committee at least twice a year and considers with them the general policy guidelines established for appointments, promotion and tenure.
   e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.
   f. Nominates faculty members for election to the College Life Committee.
   g. Recommends faculty members for election to trustee committees. In making these recommendations the FPPC should choose representatives whose role in College Governanace committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.
   h. Advises the President on the appointment or re-appointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.

   i. Advises the President on specific applications for leaves.

2. Composition:
   a. The Dean of Faculty who is also a member of the Promotion and Tenure Subcommittee.
   b. Six faculty members to be elected as follows:
      (1) Promotion and Tenure Subcommittee: three full professors on tenure (one to be elected each year) nominated and elected by the faculty at large to serve three-year terms. These members will not be eligible for re-election to the Promotion and Tenure Subcommittee for three years, and in no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.
      (2) Three faculty members nominated and elected by the faculty at large to serve three-year terms.
   c. All eligible members of the standing Governance and Tenure Subcommittee shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the FPPC). If elected, the person must resign from their former committee.
   d. Members of the Promotion and Tenure Subcommittee who are department chairpersons may not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent, available, former Promotion and Tenure Subcommittee member should participate instead.
   e. The Committee shall elect its own chairperson.

C. LONG–RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS

1. Duties:
   a. Studies and formulates the academic long-range goals of the College and proposes means of achieving them.
   b. Monitors the policies of the Admissions Office and the Financial Aid Office.

2. Composition:
   a. Dean of Faculty.
   b. Three members of the faculty, appointed by the President on the recommendation of the Faculty Personnel Policies Committee, for three-year terms (the entire committee to be appointed and replaced at the same time).
   c. Two student to be elected as follows:

      The Academic Advisory Committees will gather in divisional meetings to nominate one candidate for each of the two student positions on the LRPC. From a slate of six candidates (two per division) the two candidates with the highest vote total in the general election shall serve on the LRPC regardless of the division they represent.
   d. The Faculty Personnel Policies Committee shall recommend to the President which member of the Committee shall serve as its chairperson.

3. Procedures:
   a. The Committee shall prepare a five-year master plan, setting forth its views of the College's academic goals and the ways and means of achieving them. This master plan shall be revised by each subsequent Long-Range Planning Committee on the basis of its research and new developments.
   b. It is expected that the Committee will bring into its discussions, for a comprehensive examination of various aspects of the College, the appropriate personnel for extended periods of time, i.e. students, alumni, administrative officers and other faculty members.
   c. The Committee shall present an annual report to faculty, students, and the Trustee's Committee on Long-Range Planning.

Article II
Academic Life

A. ACADEMIC ADVISORY COMMITTEE

1. Duties: Advise departments and major committees on:
   a. Curriculum.
   b. Appointments.
   c. Departmental policies, procedures and activities.
   d. Academic honesty
2. Composition:
   Three majors, elected at a meeting of all majors who then select their own chairperson. It is the responsibility of the Dean of Faculty to maintain in the Dean's office an accurate list of the members of the committees. In the case of departments or programs not offering a major (e.g., Religion, Education, and the College Scholar Program) three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.
3. Procedures:
   a. Departments and interdisciplinary committees must meet with their Advisory Committee before making any recommendations to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Academic Policies Committee.
   b. A meeting of the Department or Interdisciplinary Committee with its Advisory Committee shall take place at least twice a year.
   c. The student chairperson or department may call meetings.

B. ACADEMIC POLICIES COMMITTEE

1. Duties:
   a. Formulates and discusses academic policies. (Recommendations about the basic structure of the academic calendar are under the jurisdiction of this committee.) In reviewing or proposing academic policies, the Committee shall consider the feasibility of allowing the Dean of Faculty some discretionary authority in interpreting these rules. The Dean of Faculty is required to inform the Committee regularly of interpretations of academic policy in specific cases.
   b. Evaluates curricular recommendations made by departments and interdisciplinary committees.
   c. Advises the President on the distribution of faculty within the College.
   d. Establishes methods for regular student evaluation of courses.
   e. Clarifies the intent of academic policies and rules at the request of the Academic Appeals Board.
2. Composition:
   a. Six faculty members (two from each division). Faculty candidates for staggered two-year terms shall be nominated by each division and elected by the entire faculty (ordinarily there will be three vacancies).
   b. Three students to be elected as follows:
      The Academic Advisory Committees will gather in divisional meetings to nominate three candidates for one of the three student positions on the APC. The candidate with the highest vote total in each division, with each full-time student voting for one candidate in each division in the general election, shall serve on the APC.
   c. The Dean of Faculty.
   d. The Committee shall elect its own chairperson.
3. Procedures:
   a. Recommendation for curricular change by departments or interdisciplinary committees must be submitted to the Academic Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program. Such decision places the matter on the agenda of the Academic Policies Committee for discussion and action.
   b. The Academic Policies Committee's decisions are recommendations to the faculty, to be considered by the faculty meeting (except for those curricular changes to which the Committee has given automatic approval).

C. ACADEMIC APPEALS BOARD

1. Duties:
   a. Rules on cases in which students appeal the Dean of Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.
   b. Considers and acts on cases and appeals of academic suspension and dismissal.
   c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.
   d. Reports in detail to the Academic Policies Committee at least once per term.
   e. Hears appeals from students regarding an instructor's judgement and/or penalty in cases of alleged violation of College policy on academic honesty.

2. Composition:
   a. Three faculty members, appointed by the President, on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.
   b. The Dean of Faculty and the Registrar as non-voting members. The Registrar serves as secretary of the Committee.
   c. The Dean of Student Affairs who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.
   d. Three voting student members selected by Student Government to serve on an annual basis only in cases of appeals of alleged violations of College policy on academic honesty.

3. Procedures:
   a. Students must present their appeals in writing with supporting evidence to the Secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can only be used to clarify points made in the written appeal.
   b. The Board shall give a written reply to students, informing them of grounds for its decision.
   c. The Secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

   d. (1) When a student thinks that an instructor's judgement and/or penalty in a case of an alleged violation of college policy on academic honesty is inappropriate, the student may submit a written appeal to the Academic Appeals Board outlining the reasons for considering the instructor's ruling unjust.
   (2) The Academic Appeals Board augmented by three voting members selected by Student Government to serve on an annual basis, will arrange a meeting with the student, instructor, Dean of Student Affairs, and departmental Academic Advisory Committee. After hearing all available evidence in the case, the augmented Academic Appeals Board will deliberate among themselves as to the validity of the instructor's judgement of guilt and penalty. If it is the opinion of at least four of the members of the board that the instructor's judgement of infraction of the rules was incorrect or the penalty imposed was inappropriate, the penalty will be changed in accordance with the board's instructions.

ARTICLE III
Student Life

A. COLLEGE LIFE COMMITTEE

1. Duties:
   Considers and recommends policies on health, food, housing, counseling services, career planning, athletic programs, and athletic and recreational facilities.
2. Composition:
   a. The Vice President of Student Government.
   b. Three students to be elected by the student body at large.
   c. Two faculty members to be nominated by the Faculty Personnel Policies Committee (at least two names must be submitted for each position) and to be elected to a two-year term by the student body at large at the general student election. One position will be vacant each year.
   d. The Dean of Student Affairs (or a permanent representative from that office, appointed by the Dean of Student Affairs).

3. Procedures:
   a. The Committee shall elect one of its student members as chairperson.
   b. Recommendations of the College Life Committee are subject to veto by a majority of all full-time students. In order to initiate such a referendum its backers must submit to the President of Student Government a petition with the signature of at least 250 full-time students. Such a petition must be submitted within two weeks of the public announcement of the particular

decision objected to (vacation days and final examination periods are not counted). The petitions will be checked by the Dean of Student Affairs and the Executive Committee of Student Government.

c. All recommendations of the Committee are in the form of recommendations to the President.

d. A faculty member, appointed by the FPPC as faculty athletic representative, and the College Athletic Director shall serve as a committee on athletics. They shall meet with the College Life Committee whenever athletic policies are discussed and shall be entitled to vote on those issues.

ARTICLE IV
Student Government

A. Student Government will have at least the two following governing bodies: a General Assembly and an Executive Committee. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

1. GENERAL ASSEMBLY
   a. Duties:
      (1) Meets at least once a month and reviews the decisions of the College Life Committee and the Executive Committee. The Assembly shall have the right to veto such decisions by a majority vote of its total membership.
      (2) The Assembly shall elect three of its members to serve on the Executive Committee.
   b. Composition:
      (1) The Delegates who shall be elected on a representative basis from student constituents.
      (2) The Dean of Student Affairs (or a representative from that office) who shall be an observer.

2. EXECUTIVE COMMITTEE
   a. Duties:
      (1) Administers the affairs of Student Government.
      (2) Allocates the student budget.
      (3) Recommends students to the President of the College to serve on the Conduct Board, Committee on Dispositions and trustee committees.
      (4) Makes student appointments.

   b. Composition:
      (1) The President, Vice-President and Treasurer of Student Government.
      (2) Three representatives from the General Assembly.
      (3) One student appointed by the Student Government President.

ARTICLE V
Communication

A. All minutes of standing committees shall be distributed to:
   1. All faculty members.
   2. The President, Dean of Faculty, Deans of Student Affairs, Assistant to the President, Assistant to the Dean of Faculty, Director of Admissions.
   3. All Head Residents for posting.
   4. The Library reserve section and the College archives.
   5. The Student Government Officers.
   6. The Campus Activities Office for posting.
   7. All members of the Committee which issues the minutes.
   8. Chairpersons of all Governance Committees.

B. Each Governance Committee chairperson is responsible for:
   1. Designating a secretary, with the exception of the Academic Appeals Board.
   2. Preparing the agenda for meetings.
   3. Insuring the prompt distribution of minutes.
   4. Calling meetings and notifying members.
   5. Insuring that minutes are complete and prepared in the proper format.
   6. Reporting to the faculty and Student Government in the fall and spring.

C. Dissemination:
   1. The Librarian shall keep complete files of all committee minutes.
   2. the Director of Campus Activities shall post the minutes and reports of all committees in Commons.
   3. The Office of the President shall maintain an up-to-date "record" copy of the Governance system.
   4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
   5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
      a. Committee and Student Government meetings, agendas, reports, and decisions.
      b. Campus events.
      c. Statements by the President and other administrative officials.

D. Reporting:
   1. All committees and administrative officers (i.e. the President, the Deans, the Directors of Admissions, Financial Aid, Development, and the Library) shall report to the Faculty and students on their agenda and progress for the year early in the fall and spring terms.
   2. Student members of Governance committees shall report to the General Assembly of Student Government on their committee work in the fall, winter, and spring terms.
   3. Additional reports from committees may be requested for the faculty by the President of the College, or for students by the President of Student Government.

E. Registration:
   1. All student organizations that identify themselves as Lake Forest College groups must register with the Director of Campus Activities.

ARTICLE VI
General Procedures

A. Elections:
   1. Faculty elections shall take place, in order, as follows:
      a. Promotion and Tenure Subcommittee of the Faculty Personal Policies Committee:
      No later than the second week of spring term the Dean of Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Each faculty member shall vote by secret ballot for one candidate.

      The Dean of Faculty shall then prepare a ballot listing the names of the three leading candidates. Each faculty member shall vote by secret ballot for one candidate.

      b. Academic Policies Committee:
      No later than the fourth week of spring term the Dean of Faculty shall circulate to the faculty, by division, a list of the faculty members, in the same division, eligible for election to the Academic Policies Committee. Each faculty member shall vote by secret ballot for one candidate in the member's division.

      The Dean of Faculty shall then prepare a ballot listing the names of the three leading candidates in each division. Each faculty member shall vote by secret ballot choosing one candidate in each division.

      c. The College Council:
      No later than the sixth week of spring term the Dean of Faculty shall circulate to the faculty, in the division in which the three-year term vacancy occurs, a list of the faculty members, in

that same division, eligible for election to the College Council. Each faculty member in that division shall vote by secret ballot for one candidate.

      d. The Remaining Members of the Faculty Personnel Policies Committee:
      No later than the eighth week of spring term the Dean of Faculty shall circulate to the eligible faculty (see I,B,2, b, (2) and (3)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Each faculty member, of the entire faculty, shall vote by secret ballot for one candidate.

      The Dean of Faculty shall then prepare a ballot listing the names of the three leading candidates. Each faculty member, of the entirefaculty, shall vote by secret ballot for one candidate.

      e. Election to the College Council, the Faculty Personnel Policies Committee or the Academic Policies Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I,B,2, c).

      f. A faculty member on half-year leave is ineligible for service on a committee for the year of the leave.

      g. Voting eligibility: those persons with voting privileges as defined in the *Faculty Handbook* are eligible to vote in Governance elections and run for Governance positions.

   2. Procedures for Student Elections:
      a. No later than the end of the second week of spring term, all nominations by petition for President, Vice President and Treasurer of Student Government must be presented to the Dean of Student Affairs, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the fourth week of the spring term.

      b. No later than the fourth week in the spring term the Dean of Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.

      c. No later than the fifth week in the spring term the Dean of Faculty shall arrange a meeting of the Academic Advisory Committees to nominate student candidates to the Academic Policies Committee and the Long Range Planning Committee for Academic Goals.

      d. All nominations by petition for the student vacancies on the College Life Committee and the College Council must be submitted to the Dean of Student Affairs no later than the fifth week of the spring term.

      e. No later than the seventh week of the spring term, but no sooner than two weeks after the elections for Student

Government, the Dean of Student Affairs (with the assistance of Student Government and the Dean of Faculty) shall prepare the ballot and conduct an all student election for the following positions:

(1) Three students to the College Council.
(2) Three students to the Academic Policies Committee
(3) Three students to the College Life Committee.
(4) Two students to the Long Range Planning Committee for Academic Goals.
(5) One faculty member to the College Life Committee.

f. No later than the second week of the fall term the Dean of Students Affairs (with the assistance of the Student Government Officers) shall arrange for elections to be held for delegates to the General Assembly of the Student Government.

g. Nomination or appointment to the College Council, Academic Policies Committee, the College Life Committee , or the Long Range Planning Committee shall make a student ineligible for nomination or appointment to another of these committees.

h. All nomination petitions for Student Government President, Vice President, Treasurer, and College Council or College Life Committee must consist of at least fifty full-time student signatures.

i. Terms of Office:

(1) The President, Vice President, and Treasurer of Student Government elected no later than the fourth week in the spring term shall take office no later than the sixth week in the spring term.
(2) The two weeks following the Student Government elections shall serve as a transitional period at the end of which the new Student Government Officers shall assume their duties.
(3) Delegates to the General Assembly, and members of the College Council, Academic Policies Committee, and College Life Committee shall serve from the start of the academic year until Commencement. These students are eligible for re-election or re-appointment.
(4) The incumbent Student Government President shall serve the full term on the College Council.
(5) The incumbent Student Government Vice President shall serve the full term on the College Life Committee.
(6) The Academic Advisory Committees shall serve from the time of their election in the spring term until the following year's election.

j. Voting eligibility:

(1) Each full-time student may cast one vote for each position on the ballot.
(2) Only full-time students are eligible to run for governance positions.

(3) Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.

3. For the purposes of divisional representation on committees the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I	II	III
English	Economics	Biology
Fine Arts	Education	Chemistry
Foreign Languages	Politics	Mathematics
Music	History	Physics
Philosophy	Sociology & Anthropology	Psychology
Religion		

B. Vacancies:

1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance it shall insure that the vacancy is filled (within two weeks time) as follows:

a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the same procedures used to elect members to those positions at the commencement of the terms.
b. Should a vacancy occur in an elected student position on the College Council or the College Life Committee , the Student Government Executive Committee shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
c. Should a vacancy occur in a student position on the Academic Policies Committee, the Dean of the Faculty will conduct an election among the student members of the Academic Advisory Committees of the division in which the vacancy has occurred to determine the replacement.
d. Should a student vacancy occur on the Long Range Planning Committee for Academic Goals, the Dean of Faculty will conduct an election among the student members of the Advisory Committees of all three divisions to determine a successor.
e. Should a faculty vacancy occur in the College Life Committee, the Student Government Executive Committee shall be responsible for appointing a successor from two nominees submitted by the FPPC.

2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance it shall ask the FPPC or the Executive Committee of Student Government to recommend respective faculty or student appointees.

C. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.

D. Subcommittees:
   1. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.
   2. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.

E. Every faculty and joint faculty-student committee elected or appointed shall serve the entire academic year.

F. The Dean of Student Affairs is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.

G. The Dean of Faculty is responsible for conducting all faculty elections and student elections to the Academic Advisory Committee.

H. The President is ex-officio a member of all committees.

ARTICLE VII
Ratification and Amendment Procedures

A. Ratification:
   1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
   2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Student Affairs.
   3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
   4. The Dean of Student Affairs shall announce the result of the faculty and student vote simultaneously.

B. Amendments:
   1. The College Council is empowered to make minor modifications in this College Governance to assure the better implementation of the spirit of this document by unanimous vote. In no case shall such

change become effective until three weeks after their public announcement. If ten per cent of the student body or faculty by petition maintain that these modifications are not minor or not in the spirit of the document, such modifications cannot go into effect.
   2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
   3. Amendments can also be proposed by petition signed by one-third of the faculty or student body. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.
   4. Amendments shall be deemed ratified if they receive the vote of two-thirds of the faculty voting on the amendment and two-thirds of the full-time students voting on the amendment.

LAKE FOREST COLLEGE *Lake Forest, Illinois*

A GUIDE TO THE BUILDINGS

SOUTH CAMPUS

ALUMNI MEMORIAL FIELD HOUSE
Alumni and friends of the College contributed funds for its building in 1950 as a memorial to Lake Forest College graduates who died for their country in military service. Recently converted into an indoor hockey rink.

SPORTS-HEALTH CENTER
The new gymnasium contains basketball, handball and squash courts, a swimming pool, staff offices and health service facilities. Adjoining it are four new tennis courts and a new playing field used for baseball, soccer, and as a practice area.

Dormitories: GREGORY, McCLURE, ROBERTS and NOLLEN HALLS, each composed of two wings, house sixty students per wing.

MOORE HALL, a women's residence, was built in 1892. Originally named East House, it was renamed in 1963 to honor Dr. Herbert McComb Moore, eight President of the College.

FACULTY HOUSING
Only a part of the faculty reside on campus, in houses so designated.

THE PRESIDENT'S HOUSE, built in 1961, is the scene of receptions and meetings for students, faculty, alumni and parents.

MIDDLE CAMPUS

BLACKSTONE and HARLAN HALLS, constructed in 1907, enlarged in 1946 and 1962, used primarily as freshman men's residence halls.

LILLY REID HOLT MEMORIAL CHAPEL, distinguished by its graceful tower and large Gothic vaulted hall, was built in 1899 along with Reid Hall, to which it is connected by cloister.

ARTHUR SOMERVILLE REID HALL, a free adaptation of English university architecture, was the main College library until 1965.

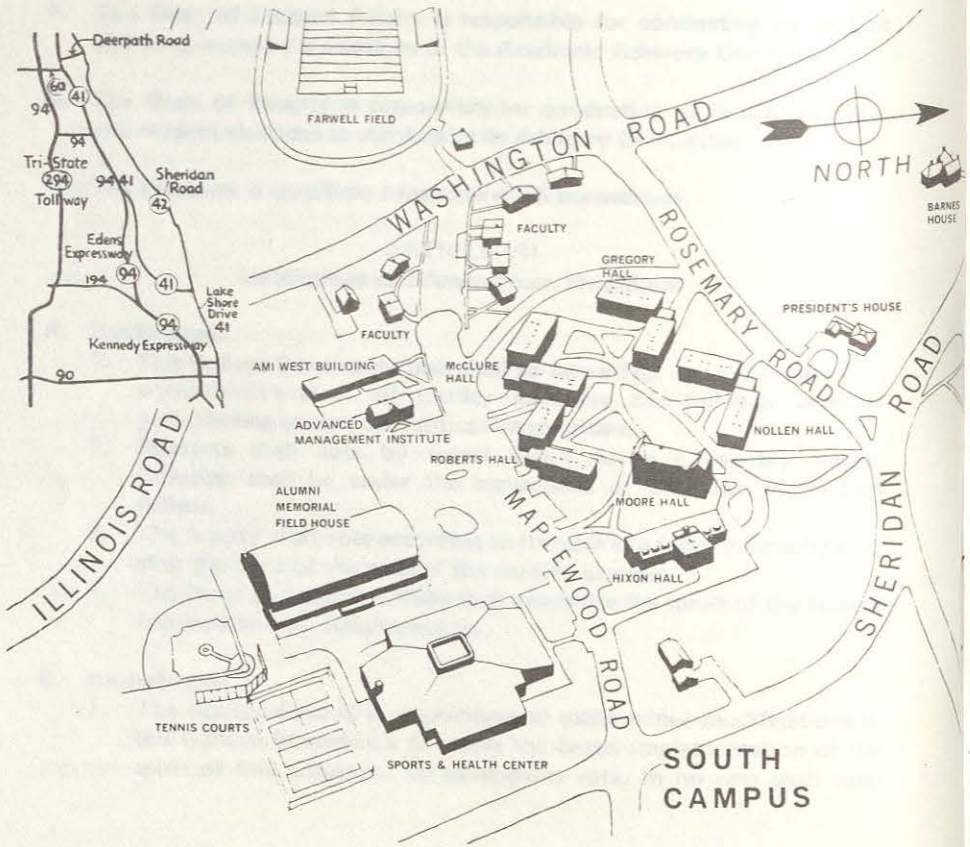
PATTERSON LODGE, built in 1879 as the President's House, now is the College Admissions Office.

COLLEGE HALL, built in 1878 as a gift of the Charles B. Farwell family, is now the oldest building on the campus.

NORTH HALL, similar in form to College Hall, houses most of the College administrative offices, including office of the President.

DURAND COMMONS — the older part built in 1907, named for Calvin Durand, copies an English university commons housing student lounges, coffee shop, a faculty lounge and the bookstore.

DONNELLEY LIBRARY — Opened in 1964, this strikingly modern glass and brick structure houses the College's main collection of books and journals (approximately 120,000 bound volumes). Government documents, and an extensive, growing collection on microfilm.



CARNEGIE HALL, built in 1907 as the Science Building, is now the English and Foreign Language Center.

ERNEST A. JOHNSON MEMORIAL SCIENCE CENTER, an imposing group of connected buildings, was named for the ninth President of the College. It houses the Departments of Biology, Chemistry, Physics and Psychology — with the most modern laboratory and research facilities.

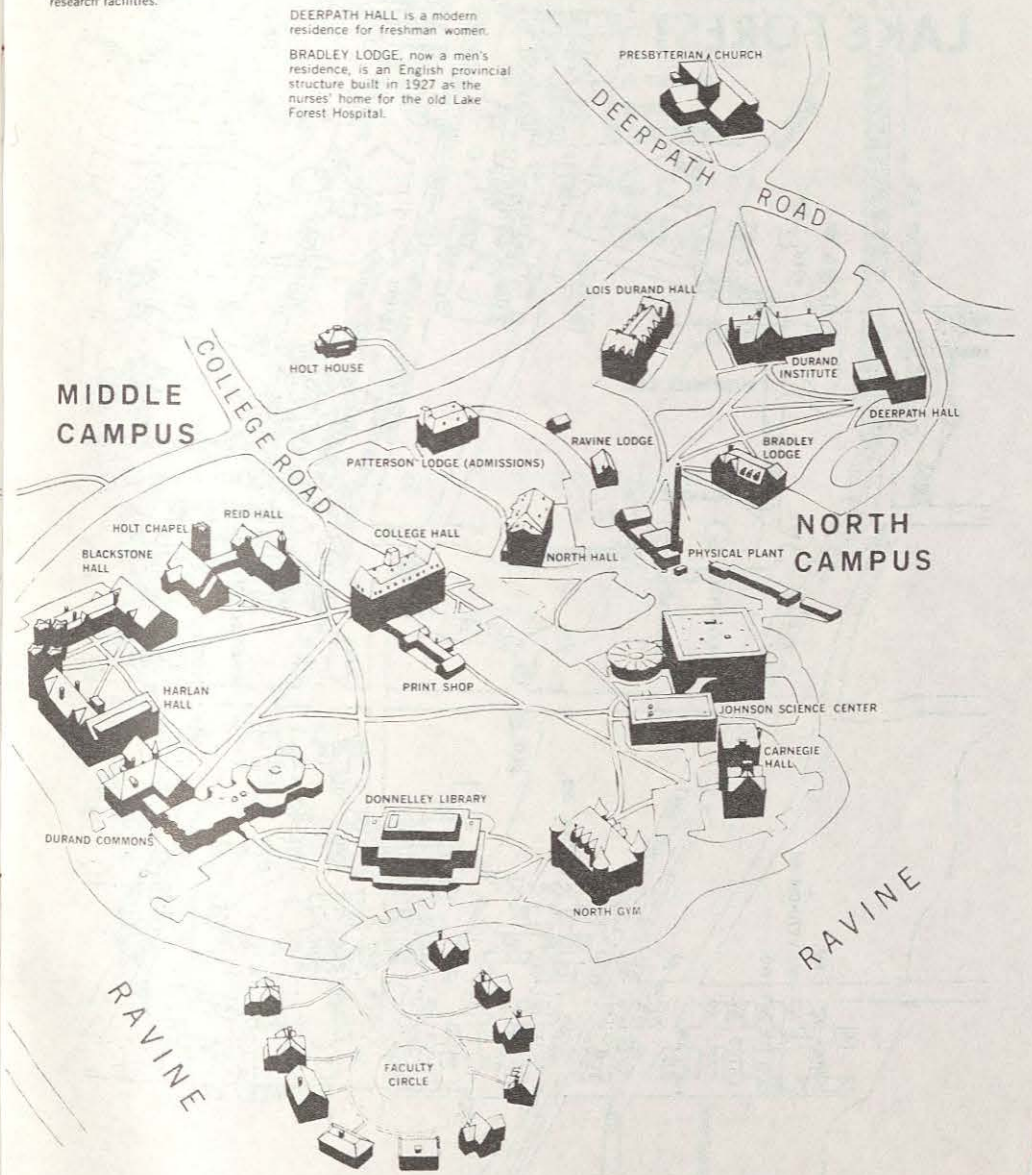
NORTH CAMPUS

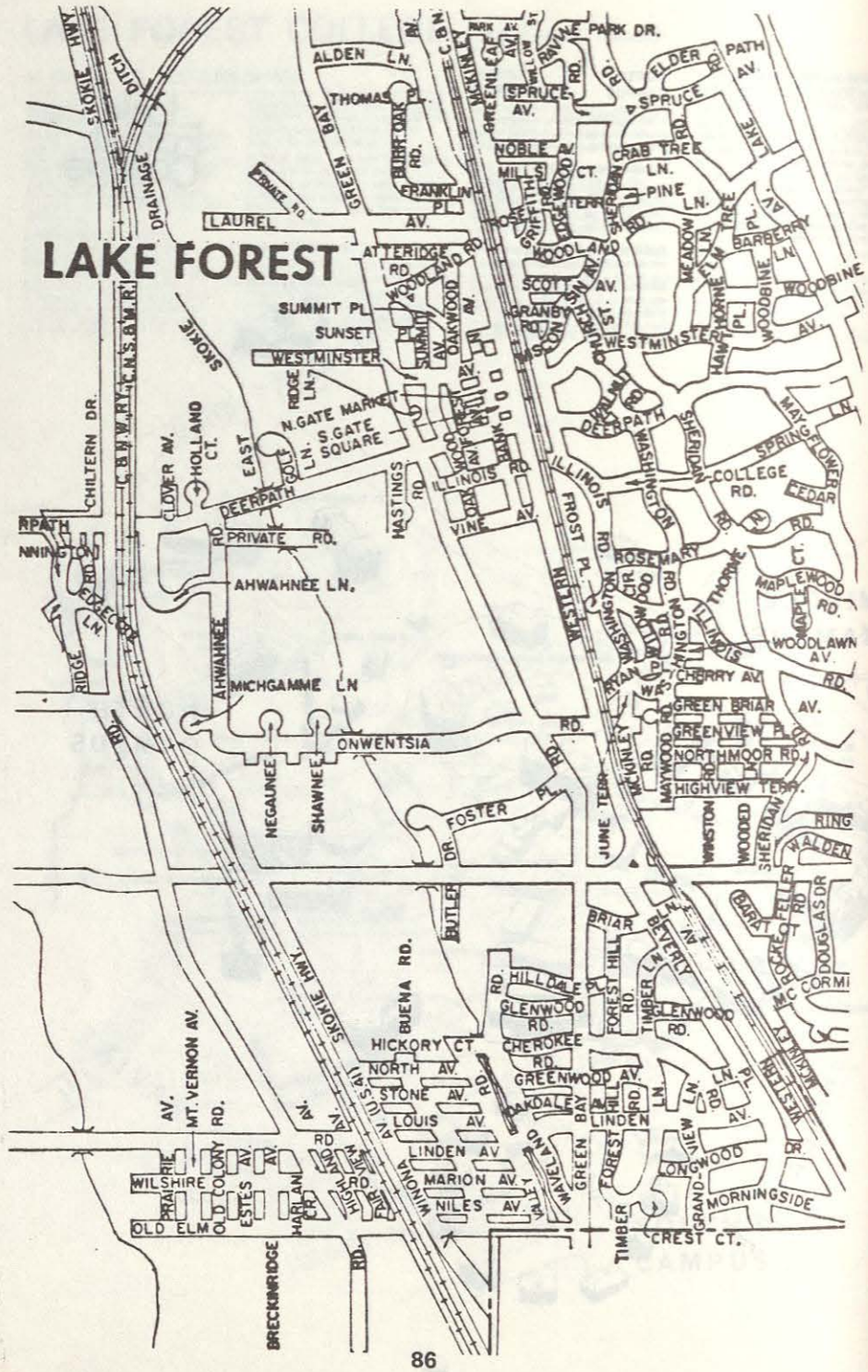
LOIS DURAND HALL, a women's residence, was built in 1898 to honor the mother of Henry Clay Durand.

DURAND INSTITUTE
This distinctive building, a gift of Mr. Durand, was constructed in 1891 as an art institute for the College and the North Shore area.

DEERPATH HALL is a modern residence for freshman women.

BRADLEY LODGE, now a men's residence, is an English provincial structure built in 1927 as the nurses' home for the old Lake Forest Hospital.





COLLEGE HOURS

ADMINISTRATIVE OFFICES 8:30 a.m.-5:00 p.m.

LIBRARY

Donnelley	Science
M-Th 8:00 a.m.-12 noon	M-Th 8:30 a.m.-11:00 p.m.
F-Sat 8:00 a.m.-10 p.m.	F-Sat 8:30 a.m.-5:00 p.m.
Sun 10:00 a.m.-12 noon	Sun 11:00 a.m.-1:00 p.m.

BOOKSTORE 8:00a.m.-4:00 p.m. Monday-Friday

CAMPUS POST OFFICE 8:30 a.m.-12:00 p.m. / 1:00 p.m.-5:00 p.m.

CASHIER 8:30 a.m.-12:30 p.m. / 1:00 p.m.-4:00 p.m.

HEALTH OFFICE 9:00 a.m.-5:00 p.m. Monday-Friday

CAFETERIA SERVICE HOURS

Monday thru Friday

BREAKFAST: Regular	7:30 a.m.-8:30 a.m.
Continental	8:30 a.m.-9:00 a.m.
LUNCH:	11:00 a.m.-1:15 p.m.
DINNER:	5:00 p.m.-6:15 p.m.

Saturday	Sunday
BREAKFAST: 8:00 a.m.-9:30 a.m.	9:00 a.m.-10:00 a.m.
LUNCH: 11:30 a.m.-1:00 p.m.	
DINNER: 5:00 p.m.-6:00 p.m.	1:30 p.m.-2:30 p.m.

EMERGENCY NUMBERS

FIRE 234-2121

AMBULANCE 234-2121

POLICE 234-2131

L.F. Hospital 234-5600

Campus Security
234-3100 ex. 300